

INTRODUCTION

The intention of the accompanying municipal organization charts is to portray the formal organizational governmental structure of the City of Wichita.

The summary chart portrays the relationship among the citizens, the Board of City Commissioners, the City Manager, and the various boards appointed by the Board of City Commissioners. The ensuing pages describe the organizational structure of the various administrative boards, and of the departments reporting directly to the City Manager. The detail charts are designed with the intention of outlining the salient characteristics of the boards and departments and the personnel involved in them and of their individual or group functions.

It should be remembered that this presentation is no more static than the program and goals of organizations are, and that it cannot include informal interdepartmental and intradepartmental lines of authority or responsibility.

The 1983 organization charts include only the personnel and programs for which funding is currently authorized during 1983. Positions funded by federal and state funds are normally indicated by an asterisk (*), and the source of funding is indicated at the bottom of the page. Other symbols are used on certain pages to indicate unique funding arrangements or special situations associated with that entity.

The last page of this document contains a summary table by department and by administrative board of all the authorized positions shown on the various pages. The positions are further shown by funding source (i.e., locally funded positions and non-locally funded positions) and by full-time or part-time (limited) status.

The changing environment which exists within the City structure will naturally cause some of the attached charts to become obsolete or to require slight modifications during 1983 which then will be incorporated into next year's City of Wichita Organization Charts.

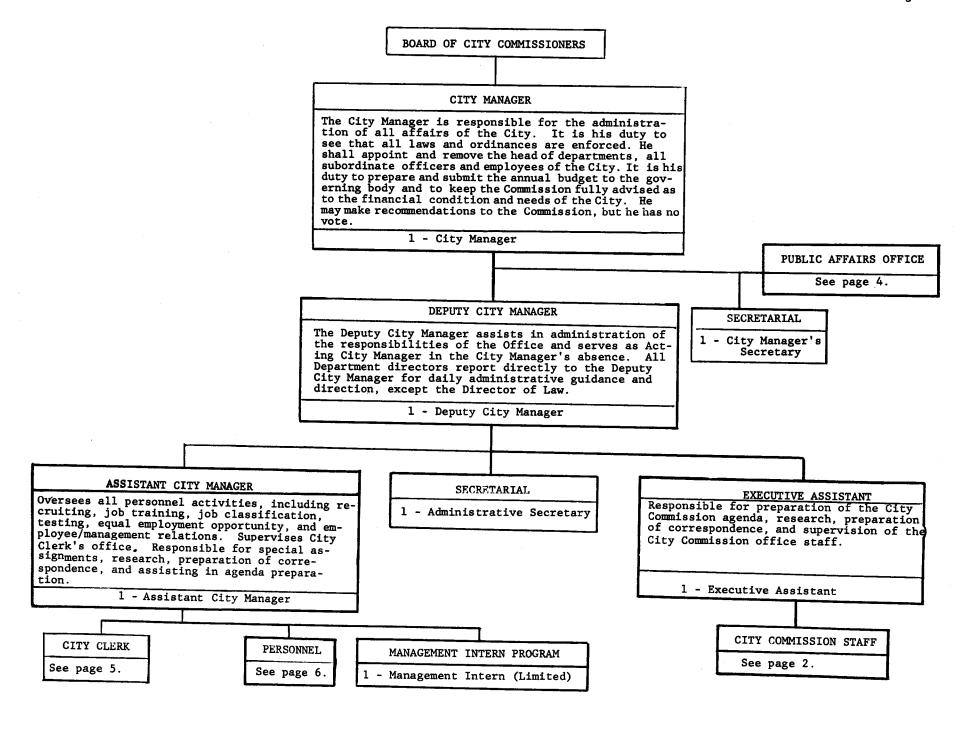
Budget and Management Division Department of Administration

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CITY MANAGER

PUBLIC AFFAIRS OFFICE

Overall responsibility for 1) maintaining and improving the City's public relations; 2) disseminating information to the public; 3) coordinating the City's legislative proposals with the City Commission, City Manager, and City departments; 4) representing the City's interests before the Kansas State Legislature and state administrative officers; and 5) conducting special projects for the City Manager as assigned.

1 - Public Affairs Director

PUBLIC INFORMATION

Responsibility for 1) implementing the City's public relations program; 2) providing information to citizens; 3) maintaining contact with the news media; 4) researching and preparing speeches for the Mayor, City Commission, and City Manager; 5) arranging special events and appearances of the Mayor, City Commission, City Manager and other City staff; and, 6) editing the employee newsletter.

1 - Public Information Officer

ASSISTANT CITY MANAGER

CITY CLERK

Serves as secretary to and records official minutes of the City Commission and the Board of Bids and Contracts; supervises, directs, and coordinates official record keeping, ordinance processing, special assessment project processing, bond and note processing; and, coordinates maintenance of City records at the Underground Vaults and Storage.

1 - City Clerk

STAFF ASSISTANCE

Assists in 1) preparing and maintaining special assessment records, transcript data, and cash reports; 2) scheduling appraiser hearings; 3) certifying special assessments; and 4) other assignments as directed.

1 - Administrative Aide I

SUPERVISION

The Deputy City Clerk II prepares official minutes of afternoon sessions of City Commission meetings; prepares minutes of Board of Bids and Contracts; processes all paperwork of Commission meetings; handles legal publications; updates Ordinance Book and two Code Books weekly; assists City Clerk in supervising all other employees in the division and directs the division in the absence of the City Clerk.

1 - Deputy City Clerk II

SPECIAL ASSESSMENTS AND BONDS

Compiles, formulates, and preserves all necessary data concerning special assessment project proceedings; prepares note and bond transcripts on the same; provides special assessment information to the public; and prepares annual certified special assessment detail summary. Prepares and sends out weed cutting notices and statements. The Clerk II assigned to this section assists in general office tasks as required.

- 1 Deputy City Clerk I
- 1 Account Clerk II
- 1 Clerk II (P.T.-50%)
- 2 Data Control Clerk

GENERAL OFFICE

Performs stenographic and clerical work necessary for the accurate processing of ordinances, minutes, and transcripts; maintains and files official City records.

2 - Secretary

PERSONNEL DIVISION

Supervises and directs the development and administration of personnel programs for employment, position classification, salaries, training, employee relations, and equal employment opportunity.

Serves as executive secretary to the Personnel Advisory Board and the Employees' Council.

1 - Personnel Director

SECRETARIAL

Performs secretarial functions including mail distribution, correspondence.

1 - Secretary

EMPLOYEE ADMINISTRATION

PERSONNEL ADVISORY BOARD

EMPLOYEES' COUNCIL

Processes all personnel transactions; maintains records, files, and applicant data bank; coordinates activities with the Payroll Section, Data Processing and Retirement & Insurance Divisions, Law Department, Broadway Clinic, and the State Job Insurance Office.

- 1 Sr. Personnel Tech.
- 1 Administrative Aide I
- 1 Data Control Clerk

EMPLOYMENT

Coordinates recruiting and placement, testing, referrals, requisitions, job opportunity lists, advertising, orientation of new employees, and conducts minority recruitment.

- 1 Sr. Personnel Tech.
- 1 Personnel Tech. II
- l Administrative Aide I l Clerk II (PT-50%)

EMPLOYEE RELATIONS

Represents management in coordinating labor relations matters with recognized bargaining units. Coordinates employee grievances.

1 - Employee Relations Officer

TRAINING

Administers the training program for all departments. Works with all agencies offering training capabilities to develop and administer the program. Determines additional training needs, develops new training programs, and arranges for assessment centers.

- 1 Senior Personnel Tech.
- 1 Personnel Tech. II
- 1 Secretary

CLASSIFICATION & SALARY

Coordinates the classification and salary program for all departments and prepares the salary ordinance. Conducts task analyses and maintains classification and pay plans. Monitors and coordinates the internal EEO program.

1 - Sr. Personnel Tech.

CITY MANAGER

DEPARTMENT OF LAW

Direct and coordinate the legal affairs of the City of Wichita; provide legal counsel and legal services to the City Commission, City Manager and the departments, board, agencies, utilities and commissions of the City; direct and coordinate the drafting and approval of all ordinances, resolutions, contracts and other legal instruments; direct and coordinate the management of all litigation, claims for damages and civil rights complaints; provide legal assistance in labor relations, cable television matters and the City's legislative program; direct and coordinate management of Workers' Compensation claims, taxation, risk management and the DUI diversion program.

ASSISTANT CITY ATTORNEY

Provide legal counsel and legal services to the City Commission, City Manager and the departments, boards, agencies, utilities and commissions of the City: provide legal counsel and advice to the Police Department; represent the City and public officials in civil litigation; manage all civil litigation, claims for damages, civil rights complaints, condemnations, land purchases and District Court appeals of Municipal Court convictions; draft and approve all ordinances, resolutions, contracts and other legal instruments; provide legal assistance in labor relations, cable television matters and the City's legislative program; supervise and handle prosecution in Municipal Court; manage legal matters related to Workers' Compensation, taxation, and the DUI diversion program.

- 1 First Attorney2 Senior Attorney
- 5 Attorney II
- 1 Attorney III
- 3 Attorney II (P.T.)

PROSECUTION

Manage prosecution of cases in Police and Traffic Courts and assist in District Court appeals; conduct general research; advise Police Department in the coordination of Municipal Court matters.

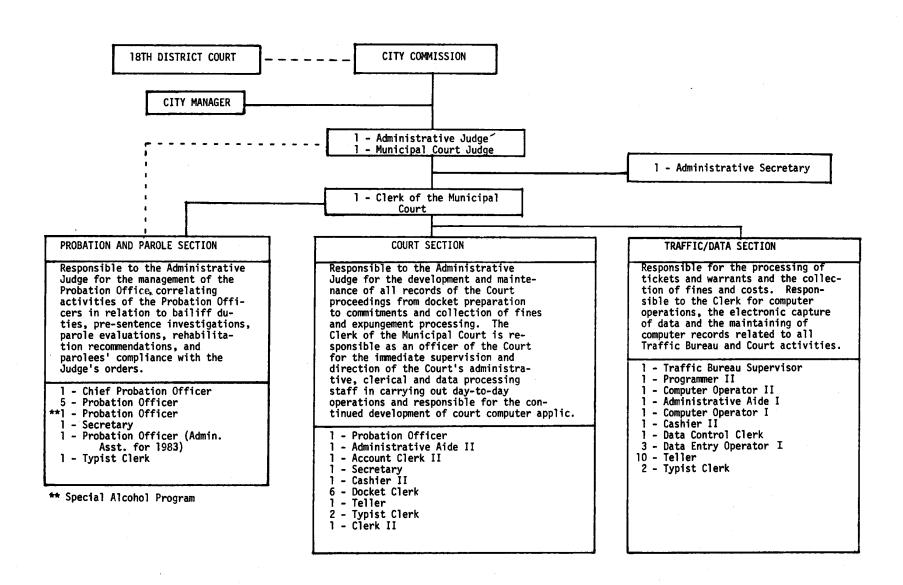
- **1 Attorney I
 - 1 Attorney I
 - 1 Typist Clerk

SECRETARIAL

Type pleadings, legal briefs, legal documents and correspondence; maintain office files; manage office administrative matters; prepare and administer annual budget; carry out general office duties.

- 1 Administrative Secretary
- 3 Legal Secretary
- 1 Secretary

**KDOT



BOARD OF CITY COMMISSIONERS

HISTORIC WICHITA BOARD
(10 members)

CITY MANAGER

Develops, coordinates, and encourages the preservation of Wichita's history through assistance and work with Cowtown, Wichita-Sedgwick County Historical Museum, Historic Landmark Preservation Committee, and other groups, organizations, and individuals interested in preserving area history. Supervises the contracts and administration of the City funds allocated for the building maintenance of Cowtown and the lease and maintenance program for the Comley House, 1137 N. Broadway, a City owned historic property. The Board also serves as the designated City of Wichita Cemetery Board for Highland Cemetery.

1 - Director of Historic Wichita Board -

Is responsible for the operation and maintenance of the Wichita-Sedgwick County Historical Museum in the old City Building, provides professional services to the Historic Wichita Board including research, factfinding and maintaining resource material. Coordinates the activities, prepares agenda items, takes minutes, makes special reports, prepares mailings, budget preparation, contracts, record keeping, etc. for the office of the Board.

BOARD OF CITY COMMISSIONERS

COMMUNITY GRIEVANCE ADVISORY BOARD (5 MEMBERS)

COMMUNITY GRIEVANCE OFFICE

Assists the citizens of Wichita in receiving fair and equitable treatment of services to insure objective, accurate, and timely investigation and disposition of complaints. Conducts mediation and arbitration of neighborhood disputes.

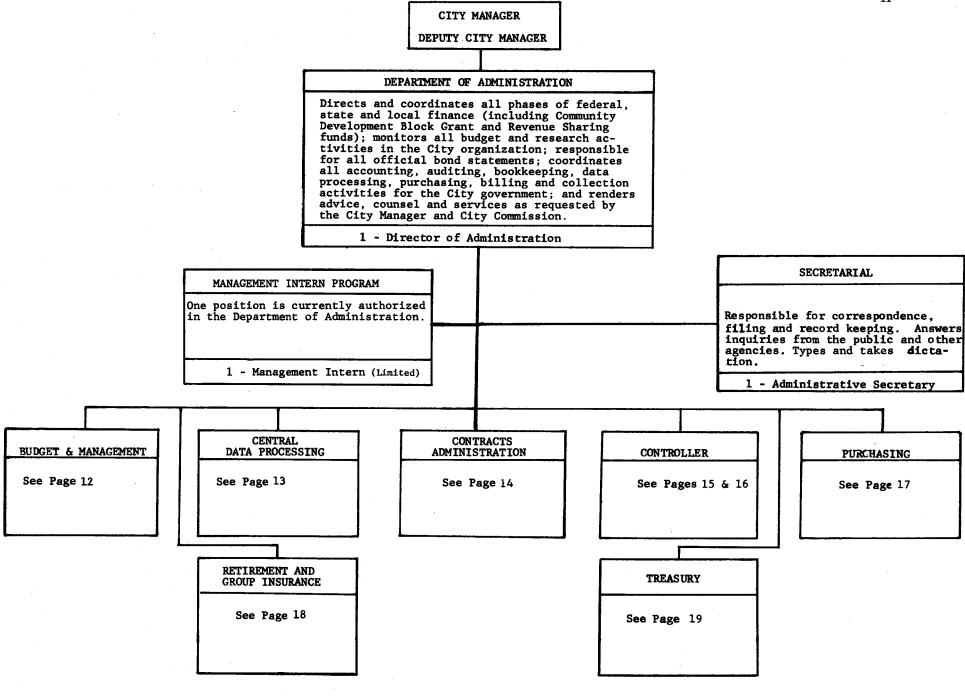
Provides at least once each quarter statistical reports and narrative summaries to the Board of City Commissioners through the Community Grievance Advisory Board and the Office of the City Manager.

1 - Community Grievance Officer

SECRETARIAL

Typing, filing, handling correspondence, reception duties, and other secretarial duties. Maintains office supplies, records, and purchases.

1 - Secretary (PT-50%)



DIRECTOR OF ADMINISTRATION

BUDGET AND MANAGEMENT

Supervise and direct the activities of this division. Responsibilities include the development and administration of the annual operating budget, Capital Improvement Program, Revenue Sharing Program and related financial activities. Advise the Director of Administration and the City Manager on research projects, operating reports and budget matters. Prepare the City Organization Charts annually.

1- Research and Budget Officer

SPECIAL ASSISTANT TO THE BUDGET OFFICER

Provides special assistance to the Research and Budget Officer for day to day administration of the operating budget. Performs special assignments and provides liaison between Research and Budget Officer and division staff. Responsible for City forms control. Reviews personnel requisitions and maintains manning document.

1 - Administrative Analyst

SECRETARIAL

Responsible for all office activities which include typing, filing, and other office responsibilities.

1 - Secretary

CONVENTION AND TOURISM/REVENUE SHARING/ CAPITAL IMPROVEMENT PROGRAM

Develops contracts and performs other requisite functions to implement the City's Convention and Tourism and Revenue Sharing programs. Develops and administers the 6-year Capital Improvement Program (CIP). Performs other research and budget assignments as directed by the Research and Budget Officer.

1 - Administrative Analyst

BUDGET DEVELOPMENT AND MANAGEMENT POLICY DEVELOPMENT

Responsible for developing and administering the operating budget, including reviewing and approving capital outlay requests, budget transfers, and other related financial budget administration. Performs research for policy development. Areas of responsibility include research and the development of new programs where needed and existing programs.

- 1 Administrative Analyst
- 3 Budget Analyst II

DIRECTOR OF ADMINISTRATION CENTRAL DATA PROCESSING Supervise and direct the development, installation, and operation of data processing procedures and systems; advise the Director of Administration and City Manager on data processing matters and investigate potential data processing applications and equipment. 1 - Data Processing Director SYSTEMS RESEARCH & DEVELOPMENT GROUP 1 - Secretary Provide City departments and divisions with data processing and systems advice, assistance and service as efficiently and economically as possible. Coordinate the collection and analysis of data incident to establish a new computerized system or a redeveloped computerized system. Initiate, test, document, and COMPUTER OPERATIONS GROUP finalize program instructions for machine DATA ENTRY GROUP control. Assist Director in analyzing Operate and coordinate computer and establishing systems, procedures, and peripheral equipment; train Prepare data for input into comand equipment. for systems and programming. puter system, using key encoding devices. Provide Operations re-1 - Computer Operations Supervisor lief. 1 - Systems Programmer II 6 - Computer Machine Opr. II 1 - Data Entry Supervisor 5 - Systems Analyst 2 - Computer Machine Opr. I 1 - Data Entry Operator II 1 - Sytems Programmer I - Data Entry Operator I 5 - Programmer/Analyst 3 - Programmer II

DIRECTOR OF ADMINISTRATION

CONTRACTS ADMINISTRATION DIVISION

Implement and administer all programs and projects developed and funded pursuant to the Housing and Community Development Act of 1974. Provide technical assistance to other divisions within the department regarding contractual arrangements. Monitor programs and activities at the federal level to insure maximum federal assistance to the City of Wichita. Coordinate with City departments and provide technical assistance regarding applications for federal assistance.

Maintain an inventory of real property owned by the City. Provide management services for properties scheduled for redevelopment by the private sector.

1 - Federal Aid Coordinator

SECRETARIAL

2 - Secretary

LAND MANAGEMENT

Provide acquisition and relocation services for real property purchases. Maintain an inventory of City-owned real property. Identify surplus City lands which are subject to disposition to the private sector. Maintain and manage the redevelopment land inventory which includes all real property identified for redevelopment. Provide technical assistance in real property transactions.

- 1 Land Management Officer (Real Estate)
- 2 Land Management Analyst
- 1 Land Management Specialist
- 1 Maintenance Mechanic

CONTRACTS ADMINISTRATION & PROGRAM EVALUATION

Establish a systematic procedure for development, execution and administration of City contractual arrangements under the Community Development Block Grant program. Process contract changes as needed to assist in successful program operation. Monitor and evaluate project implementation on a continuing basis. Prepare periodic progress reports for the Board of City Commissioners. Maintain information and records on all CDBG projects. Provide assistance to the Federal Aid Coordinator on other federal programs.

- 1 Contracts Analyst Supervisor
- 2 Contracts Analyst
- 1 Accountant I
- 1 Administrative Aide II

DIRECTOR OF ADMINISTRATION 15 CONTROLLER'S OFFICE Direct the general accounting, internal control, and activities for the City; coordinate the debt and capital improvement program; develop accounting and internal control program; advise the Director of Administration and City Manager on accounting and fiscal matters and provide financial statements to administrative officials. 1 - Controller SECRETARIAL 1 - Secretary FEDERAL ACCOUNTING PAYROLL GENERAL ACCOUNTING Supervise general payroll activities. Pre-audit time records. Specialize in federal accounting 3. Coordinate payroll changes for Data Processing. See Page 16 in order to interpret and advise 4. Assist controller in certifying payrolls. management in the various federal 5. Reconcile and submit quarterly FICA report. 6. Compute final pay including refund of retirement contributions of terminated employees. regulations and guidelines as they relate to the many federal and state programs. Funds include CDBG, CETA, UDAG, LHA, CSBG, and other 7. Maintain funds of Police and Fire Employee's Retirement, Group Life Insurance Refederal grants. serve, Employee's Social Security, Employee's Health Insurance, Worker's Compensation Reserve, 1 - Accountant III Employees' Def. Compensation. 1 - Accountant II INTERNAL AUDITING AND FIXED ASSETS CONTROL WORKERS COMPENSATION AND PAYROLL ACCOUNTING Responsible for the internal, field, and special audits of City 1 - Accountant I financial operations. Monitors updating of fixed assets records. 1 - Account Clerk II 1 - Accountant III

GENERAL ACCOUNTING

Supervise general accounting and bond processing; compute bond and interest payments; maintain bond controls, internal check and financial report preparation; compile and administer financial data for bond and construction activities, working capital funds, and State projects; assist Controller in preparing financial reports to City management and administrative officials.

1 - Senior Accountant

ENTERPRISE ACCOUNTING

Funds include Water, Sewer Utility, Sewer Improvement, Metropolitan Transit Authority, and Airport.

1 - Accountant II

BOND & CONSTRUCTION FUND ACCOUNTING

Funds include Debt Service, Street Improvement, Sewer Construction, Water Main Extension Construction, Sidewalk Construction Public Improvements Construction, Fire Improvement Construction, City-County Operations, Performance Deposit.

1 - Accountant II

KEYPUNCH & DATA REVIEW

1 - Account Clerk I
1 - Data Control Clerk

GENERAL & SPECIAL REVENUE ACCOUNTING

Funds include General Fund. Police and Fire Pension Contributions. Employees' Retirement Contribution; Social Security, Administrative Center, Special City Highway Gas Tax. Tourism & Convention Promotion, Park/ Library/Art Museum/ Forestry, Flood Control, Transit System, Library Operations, Special Alcohol Programs, Special Parks and Recreation.

1 - Accountant II

ACCOUNTS PAYABLE

- 1 Account Clerk III
 2 Account Clerk II
- 1 Clerk II

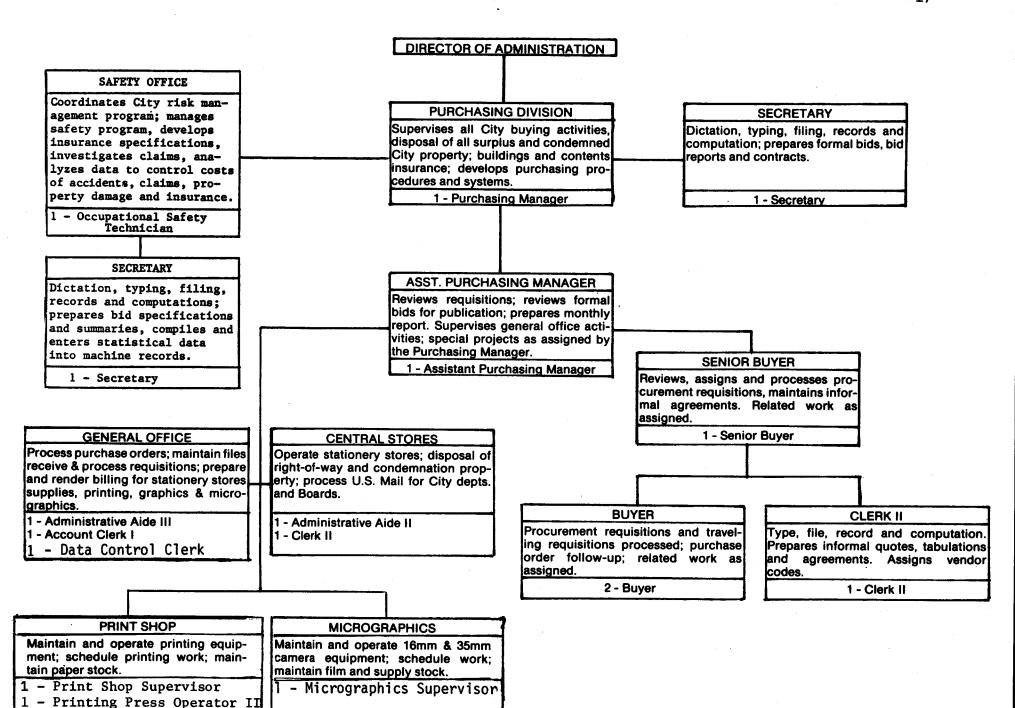
INTERNAL SERVICE FUNDS INVESTMENTS, AND ACCOUNTS RECEIVABLE ACCOUNTING

Funds include Equipment Motor Pool, Stationery Stores, Official Motor Pool, Central Data Processing, Park Equipment Maintenance, and Central Maintenance Services.

1 - Accountant II

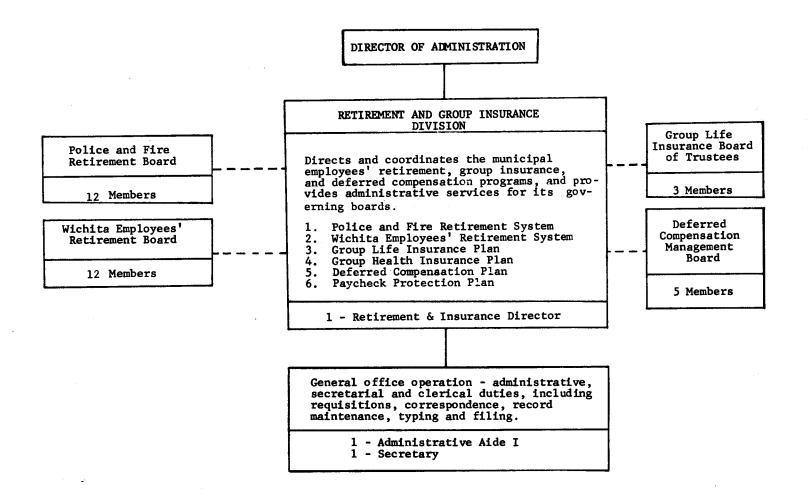
ACCOUNTS RECEIVABLE & PETTY CASH REPORTS

- 1 Account Clerk III
- 1 Typist Clerk



1 - Printing Press Operator I

1 - Typist Clerk



DIRECTOR OF ADMINISTRATION

TREASURY DIVISION

Directs and coordinates the collections and deposits of all funds; maintains projections of cash balance; supervises all cash disbursements; maintains cash position; administers investment of all funds, including idle funds; develops collecting procedures and systems; supervises licensing program; administers bond and note sales and debt management.

1 - City Treasurer

SUPERVISION

The Deputy City Treasurer directly supervises the License Section and assists the Treasurer in supervising and directing the other sections of the Treasurer's Division.

1 - Deputy City Treasurer

ADMINISTRATION

Performs administrative and clerical duties for the City Treasurer and Deputy City
Treasurer; processes the investment of all City funds; computes interest earnings; prepares and maintains investment reports and records.

1 - Account Clerk II

COLLECTION

Receives and processes water payments made to the Treasurer's Office; collects and handles all parking meter monies.

- 1 Cashier II
- 2 Teller
- 3 Teller (PT-50%) 2 Parking Meter Coin Collector

GENERAL OFFICE

Verifies, records, and deposits all City receipts; maintains cash ledger; prepares voucher warrants and bank reconciliations for all City and federal funds. Maintains records of all bond and coupon payments; assists secretary in investment processing.

- 1 Accountant I
- 1 Account Clerk II
- 1 Account Clerk I

LICENSING

Issues billings, types licenses and maintains records. Provides field license investigations.

- 1 Administrative Aide III
- 1 Account Clerk I
- 1 Clerk II

CITY MANAGER DEPUTY CITY MANAGER

DEPARTMENT OF COMMUNITY FACILITIES

Organizes, directs and coordinates the activities of the department, including the determination of major policies and long-term planning; directs the operation and maintenance of the Energy Plant, Century II, Omnisphere, and Lawrence-Dumont Stadium; directs the maintenance of equipment and buildings of City Hall, Indian Center, Art Museum, Library and the Wichita Historic Museum.

1 - Director of Community Facilities

EXECUTIVE ASSISTANT
Organizes and coordinates the activities
of Lawrence-Dumont Stadium. Carries out
special projects, technical and statisical
studies for the director

1 - Executive Assistant

SECRETARIAL

Responsible for correspondence, filing, typing, dictation and other office activities. Answers inquiries from the public and other agencies.

1 - Administrative Secretary

OMNISPHERE EARTH-SPACE CENTER

Organizes, directs and formulates policy and programming of appropriate educational and entertaining presentations in astronomy and earth science for the area schools and general public.

- 1 Omnisphere Director
- 1 Assistant to the Director
- 1 Administrative Aide I (PT-50%)
- 2 Secretary
- 2 Clerk I (PT-25%)

CENTURY II OPERATIONS!

See Page 21

BUILDING SERVICES

See Page 22

LAWRENCE-DUMONT STADIUM

Provides a public park for professional and non-professional baseball and other appropriate public activities.

- 1 Stadium Maintenance Supervisor
- 1 Maintenance Worker
- 4 Custodial Worker I (seasonal)
- 1 Building Attendant (PT-50%)

DIRECTOR OF COMMUNITY FACILITIES

CENTURY II OPERATIONS

Organizes, directs and supervises the operation of Century II, which includes general administrative duties, budgeting, event coordination and set-up, booking, scheduling, negotiating contracts, stage supervision, promotion, and the custodial care of Century II, Library and the Omnisphere.

1 - Auditorium Manager

BOOKING AND SCHEDULING CLERICAL

This section is responsible for booking and scheduling events into Century II, writing contracts and collecting deposits and rents. Also responsible for the department payroll, purchase requisitions, keeping records and other general accounting and clerical duties.

1 - Account Clerk II

AUDITORIUM MAINT. & SET-UP

This section is responsible for cleaning and setting the halls for functions at Century II, including basketball, wrestling, boxing, exhibits, banquets, meetings, concerts, car, boat and travel shows and a myriad of other events. This section is also responsible for the general housekeeping duties at Century II and the Omnisphere and the Library.

- 1 Auditorium Maint. Supervisor
- 4 Labor Supervisor
- 5 Custodial Worker II
- 13 Custodial Worker I

STAGES

This section supervises and coordinates the activities of skilled craft workers engaged in the operation of the Century II stages. Also responsible for the maintenance of the stages and stage equipment.

- 1 Auditorium Stage Supervisor
- 1 Maintenance Mechanic (PT-50%)

DIRECTOR OF COMMUNITY FACILITIES

BUILDING SERVICES

This division is responsible for the maintenance and housekeeping of City Hall, Police Garage, Art Museum and Indian Center; certain duties at the Radio Maintenance Center; custodial care of the MTA building; and maintenance of Century II, Historic Museum, Omnisphere and Library

1 - Building Maintenance Supervisor

CITY HALL MAINTENANCE

This section is responsible for the mechanical maintenance of City Hall, Police Garage, Art Museum, Indian Center and certain duties at the Radio Maintenance Center. Maintenance at City Hall is provided on a 24-hour basis.

- 1 Auditorium Equip. Supv.
- 1 Stationary Engineer II
- 1 Elec. Systems Supervisor
- 1 Labor Supervisor
- 6 Maintenance Mechanic
- 4 Maintenance Worker
- l Electrician II

CITY HALL CUSTODIAL

This section is responsible for the house-keeping duties at City Hall, Police Garage. Art Museum, Indian Center, MTA building. Also responsible for supervising the contractual clean of City Hall's restrooms and sorting interoffice mail.

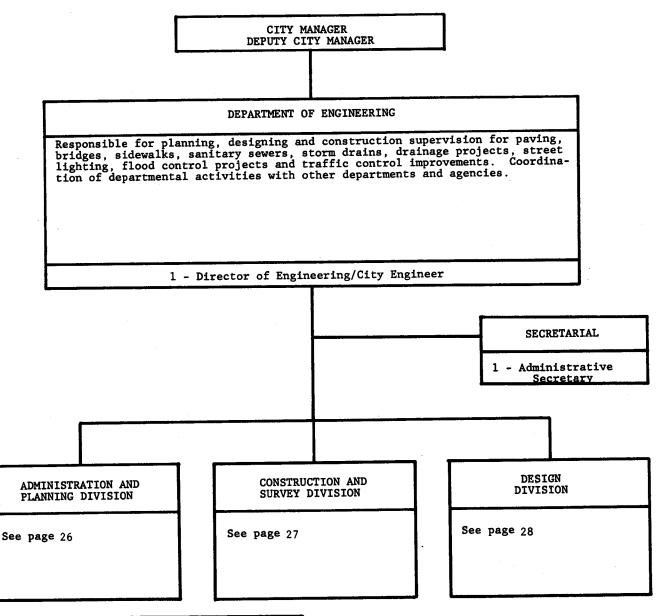
- 1 Auditorium Maintenance Supervisor
- 1 Labor Supervisor
- 6 Custodial Worker II
- 10 Custodial Worker I
- 2 Custodial Worker I (PT-50%)

CENTURY II EQUIPMENT MAINTENANCE

This section is responsible for the mechanical maintenance of Century II, Library, Omnisphere, the Wichita Historic Museum and certain duties at Lawrence-Dumont Stadium

- 1 Auditorium Equip. Supv.
- 1 Stationary Eng. II
- 3 Maintenance Mechanic
- 3 Maintenance Worker
- 1 Electrician II

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In some sections, specific job classifications (e.g., Civil Engineer II) are not shown for the general classifications of Civil Engineer, Engineering Technician and Engineering Aide, due to the fact that personnel are routinely rotated among the various activities in response to changes in workload and in order to give personnel a variety of experience.

ADMINISTRATION AND PLANNING DIVISION

Responsible for capital improvement planning, project estimation, project management information systems, and departmental administrative tasks.

1 - Program Development Engineer

PROJECT PLANNING SECTION

Responsible for platting liaison, capital improvement planning, program/ project initiation and development, petitions, resolutions, and ordinances

2 - Civil Engineer

ESTIMATING AND RIGHT-OF-WAY SECTION

Responsible for preliminary and final project estimation, right-of-way acquisition, annexations, awarding of construction contracts, and statements of cost.

- 1 Right-of-Way and Estimating Engineer
- 1 Administrative Assistant
- 3 Engineering Technician
- 1 Engineering Aide

ADMINISTRATION SECTION

Responsible for maintaining project management information systems, utility coordination, project initiation/administration, contract administration, budget development/administration, payroll distribution, and other departmental administrative tasks.

- 1 Administrative Supervisor
- 2 Administrative Assistant
- 1 Administrative Aide I
- 1 Account Clerk II
- 2 Engineering Aide II
- 4 Secretary

DIRECTOR OF ENGINEERING/CITY ENGINEER CONSTRUCTION AND SURVEY DIVISION Responsible for field supervision and coordination of City construction activity, and for inspection, both during construction and before final acceptance. Responsible for pre-construction surveying and field engineering. 1 - Construction Engineer CONSTRUCTION SUPERVISION Responsible for construction surveying, supervision and inspection. 1 - Associate Construction Engineer PRELIMINARY SURVEY HYDROLOGICAL SURVEY CONSTRUCTION SUPERVISION MATERIAL TESTING SECTION SECTION SECTION SECTION Perform hydrologic, hydrau-Perform construction survey-Inspect and test materials to Perform street profiles, lic and other surveys rebe installed or after installaing and layout. Supervise topographic surveys and lated to drainage projects construction. Measure intion in order to insure comfield engineering prior to and the Flood Control acconstruction. Perform rightstalled quantities of asphalt, pliance with plans and specifications. Tests are conducted tivity. of-way and property surveys concrete, pipe and other both on-site and in laboratory materials. 2 - Civil Engineer 2 - Engineering Technician II 1 - Engineering Technician II 1 - Engineering Technician I 2 - Engineering Technician 2 - Civil Engineer III 2 - Engineering Aide III 2 - Civil Engineer 9 - Engineering Aide 7 - Engineering Aide 3 - Engineering Technician 2 - Engineering Aide I 32 - Engineering Aide

DESIGN DIVISION

Responsible for all stages of engineering design for paving, bridges, sidewalks, sanitary sewer systems, storm drains, drainage and flood control improvements, street lighting, and traffic control improvements. Review and/or prepare technical data and specifications necessary to support actual design and/or construction. Conduct engineering studies of traffic, sewers, drainage and other areas to support design. Coordinate with maintenance activities, especially Traffic and Flood Control.

1 - Chief Engineer

PAVEMENT DESIGN SECTION

Perform studies and design work for paving projects. Review and/or prepare technical data and specifications for paving projects.

- 1 Pavement Design Engineer
- 4 Civil Engineer
- 1 Engineering Technician

TRAFFIC SECTION

Responsible for traffic control and street lighting studies and design activities.

- 1 Traffic Engineer
- 1 Associate Traffic Engineer

SANITARY SEWER SECTION

Perform studies and design work for sewer projects. Review and/or prepare technical data and specifications for sewer projects.

- 1 Sanitary Engineer
- 1 Civil Engineer
- 1 Engineering Technician

FLOOD CONTROL/DRAINAGE SECTION

Perform studies and design work for drainage and flood control projects. Review and/or prepare technical data and specifications for flood control and drainage projects. Maintain maps and other engineering records relevant to the Flood Control activity.

- 1 Drainage and Flood Control Engineer
- 3 Civil Engineer
- 1 Engineering Aide

TRAFFIC DESIGN AND STREETLIGHTING

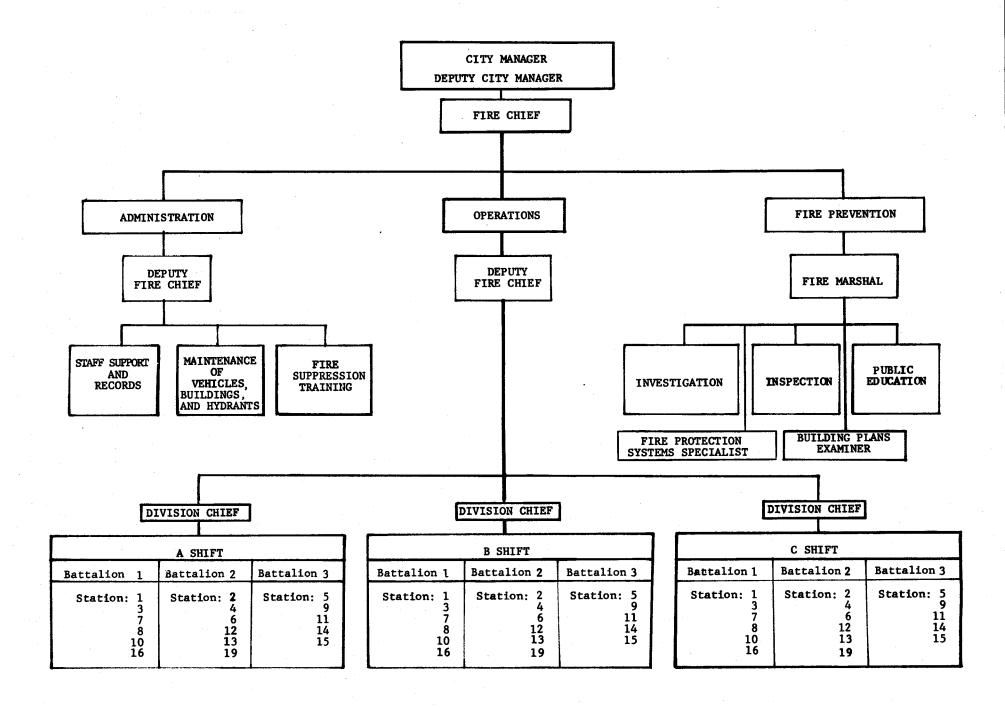
Perform analysis of traffic signalization. intersection capabilities and traffic volume Produce construction plans and specifications. Analyze street lighting, maintain records and coordinate installation.

- 1 Engineering Technician II 1 Engineering Technician I
- 2 Engineering Aide III

TRAFFIC CONTROL FIELD RESEARCH

Conduct field surveys necessary to provide an adequate data base for planning improvements, operational control and roadway development.

1 - Senior Traffic Investigator



FIRE DEPARTMENT Directs and supervises the activities of three divisions within the department. Plans program and standard of fire protection throughout City. 1 - Fire Chief Reception work, typing, filing correspondence 1 - Administrative Secretary ADMINISTRATION Overall supervision of the Fire Department budget, staff assistance, care of records, and maintenance. 1 - Deputy Fire Chief FIRE MAINTENANCE STAFF SUPPORT AND RECORDS TRAINING SCHOOL Maintenance, repair and new con-Correspondence, typing, filing, Development and supervision struction of buildings and assopreparation of reports, maintainof a comprehensive training ciated equipment and maintenance of ing of records, and data processprogram for all fire fighting fire hydrants. Repair and maintenance of all Fire Department. ing, research and development and inventory. personnel. 1 - Chief Fire Operations vehicles. Training Instructor 1 - Chief Executive Officer 3 - Fire Operations Training 1 - Fire Captain 1 - Administrative Aide I Instructor 1 - Fire Lieutenant 1 - Secretary 1 - Physical Fitness and 1 - Fire Hydrant Mechanic (civilian) 1 - Data Control Clerk Safety Officer 1 - Fire Master Mechanic 1 - Coordinator of Fire and 3 - Fire Department Mechanic Medical Rescue Services

FIRE CHIEF

OPERATIONS

Extinguishing of fires, rescue, evacuation and salvage, first aid to public, company inspections and training of firefighters.

1 - Deputy Fire Chief

FIRE FIGHTING SERVICE

Divided into three districts. Is responsible for extinguishing of fires, resuscitator/rescue and evacuations, salvage operations, Emergency Medical care to the public, company inspection, fire hydrant inspection, fire investigation, and other related work.

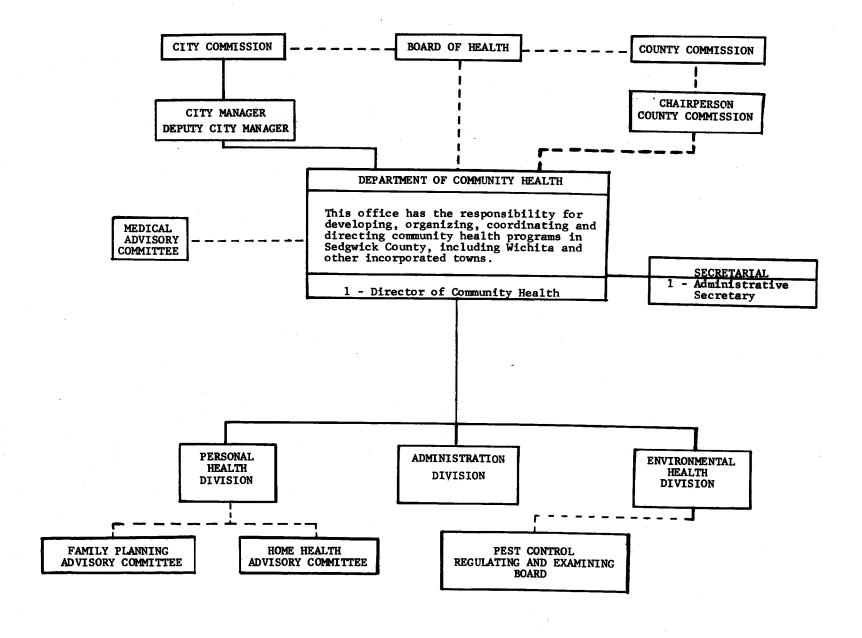
hydrant inspection, fire investigation, and other related work.				
3 - Division Fire Chief				
DISTRICT NO. 1	DISTRICT NO. 2	DISTRICT NO. 3		
4 - Battalion Chief	3 - Battalion Chief	3 - Battalion Chief		
Station 1	Station 2	<u>Station 5</u>		
4 - Captain 9 - Lieutenant 26 - Firefighter	4 - Captain 12 - Lieutenant 26 - Firefighter	3 - Captain 3 - Lieutenant 13 - Firefighter		
3 - Fire Invest. I <u>Station 3</u>	Station 4	Station 9		
3 - Captain 3 - Lieutenant 13 - Firefighter	3 - Captain 10 - Firefighter	3 - Captain 10 - Firefighter		
Station 7	Station 6	Station 11		
3 - Captain 3 - Lieutenant 13 - Firefighter	3 - Captain 10 - Firefighter	4 - Captain 6 - Lieutenant 13 - Firefighter		
Station 8	Station 12	Station 14		
3 - Captain 10 - Firefighter	3 - Captain 10 - Firefighter	3 - Captain 3 - Lieutenant 13 - Firefighter		
Station 10	Station 13	Station 15		
3 - Captain 3 - Lieutenant 10 - Firefighter	3 - Captain 3 - Lieutenant 13 - Firefighter	3 - Captain 3 - Lieutenant 13 - Firefighter		
Station 16	Station 19			
3 - Captain 3 - Lieutenant 13 - Firefighter	3 - Captain 3 - Lieutenant 13 - Firefighter			
	j .	1		

NOTE: The three Fire Investigator I's assigned to Station 1 function as regular firefighter personnel in addition to their ARSON investigator responsibilities.

NOTE: The three Division Fire Chiefs (one assigned to each shift) are assigned to Station 1.

NOTE: Personnel authorized to fill in for vacation, Kelly days, sick leave days, etc. are reflected in the personnel strength at Stations 1, 2 and 11.

FIRE CHIEF FIRE PREVENTION Inspection of property, investigation of fires, arson investigation, inspection and issuing of permits for liquified petroleum and flammable liquid installations, condemnation of unsafe buildings, handling complaints, and enforcing ordinances, public education program. BUILDING PLANS EXAMINER Check construction plans of all new buildings for fire safety and insure construction is in accor-1 - Fire Marshal SUPPORT SERVICES dance with approved plans for fire safety. Performs final inspection Typing, filing, records, of completed new construction and computation. Schedules training programs, an-1 - Fire Prevention Plans Examiner swers complaints, manages citations, permits and FIRE PROTECTION SYSTEMS "I" sticker program. Approves plans for all 1 - Administrative Aide I fire protection systems in 1 - Secretary new construction and remodeled buildings. Performs final inspection upon completion. 1 - Fire Protection Systems Specialist PUBLIC EDUCATION INSPECTION INVESTIGATION Training personnel for fire bri-Investigation of fires causing Inspection of property, issuance of gades in industrial plants, hospermits for liquified petroleum and death, those of irregular or pital evacuation plans, adult flammable liquid installation, condemsuspicious origin, those of care homes, and schools. Program nation of unsafe buildings, enforcelarge loss or explosions. for fire safety through press, ment of ordinances. radio, television, personal talks and demonstrations. 1 - Chief Fire Inspector 1 - Chief Fire Investigator 1 - Fire Prevention Inspector II 1 - Fire Investigator II 1 - Chief Fire Prevention 1 - Fire Investigator I 3 - Fire Prevention Inspector I Training Instructor 1 - Fire Prev. Training Instructor II 2 - Fire Prev. Training Instructor I



ADMINISTRATION DIVISION

Directs and coordinates all administrative services. Assists director in formulation of administrative policies and procedures and coordinating activities of two operating divisions.

1 - Health Administrative Services Director

HEALTH EDUCATION SERVICES

Plans and implements public awareness programs stressing a healthful life-style and prevention of illness.

- 1 C. H. Education Dir.
- 1 Dental Health Edu. Supv.
- 1 Secretary
 *Dental Health for Children Program
- 1 Dental Health Educator
- 1 Dental Assistant

LABORATORY SERVICES

Performs laboratory analysis necessary for the protection of the health of the community.

- 1 Lab. Director
- 2 Bact. II
- 1 Typist Clerk *Gonorrhea Program
- 1 Bact. I
- 1 Lab. Assistant (PT-50%) *Family Planning
- *Family Planning
 1 Bact. II

BUILDING & GROUNDS/MOTOR POOL

Provides general maintenance of equipment, building and grounds, storage of supplies, property inventory and motor pool management.

- 1 Administrative Assistant
- 1 Stationary Engineer II
- 4 Custodial Worker II
- 1 Safety Officer (PT-10%)
- 1 Chief Mechanic
- 1 Automotive Mechanic

ACCOUNTING SERVICES

Controls all fiscal records, prepares budgets, procures personnel, contractual services, commodities, and equipment; and maintains vital statistics.

- 1 Administrative Assistant
- 1 Account Clerk II
- 1 Secretary
- 2 Account Clerk I *Health Assessment
- *Health Assessment 1 - Clerk II
- *Home Health Services
 1 Account Clerk I

ALCOHOLISM FAMILY COUNSELING

Provides counseling for the addicted person and those emotionally involved.

- *1 Alcoholism Program Director
- ** 2 Counselor II
 - *1 Secretary

* Federal/State Funds **Special Alcohol Program

DIRECTOR OF COMMUNITY HEALTH

PERSONAL HEALTH SERVICES DIVISION

Directs and coordinates the overall planning and administration of all Personal Health Service programs.

1 - Personal Health Services Director

1 - Administrative Aide I

SPECIAL SERVICES Plans, directs, and super-vises WIC (Supplemental Food Program for Women. Infants & Children and Home Health Agency

*1 Chief, Special Services

*WIC

- 1 Nutritionist II
- 1 Nutritionist T
- 1 P. H. Educator I
- 3 C. H. Nurse I
- 1 C. H. Aide
- 4 Clerk II

*Home Health Services

- 3 C. H. Nurse III
- 13 C. H. Nurse I
- 1 Physical Therapist
- 1 Occupational Therapist
- 1 L.P.N.
- 1- Secretary
- 1 Clerk II
- 3 Home Health Aide

CLINIC SERVICES Plans, directs , and supervises Family Planning, Maternal and Infant, V.D., Immunization and

- T. B. Clinics
- 1 Chief, Clinic Services
 - 2 Nurse Clinician
 - 1 C. H. Nurse III
 - 1 C. H. Nurse II (PT-25%)
 - 1 C.H. Nurse I
 - 1 Storekeeper
 - 1 Administrative Aide I
- 1 Home Health Aide *Family Planning

- 1 C. H. Aide
- 1 C. H. Aide (PT-50%)
- 1 Social Worker I
- 3 Clerk II

*Maternal & Infant Care

- l Nurse Clinician
- 1 Social Worker I
- 1 Social Worker I (PT-50%)

*Indochinese Refugee Assist.

- 1 X-ray Technician
- 2 Home Health Aide (Interpreter)
- 1 Clerk II

*T. B. Project Grant

- I C. H. Nurse I
- 1 Clerk II

*Health Assessment 2 - C. H. Nurse I

*Refugee Screening

1 - C.H. Nurse III

FIELD SERVICES Plans, directs and supervises Licensure Program, SSI Program and five Health Stations.

1 - Chief, Field Services

- 15 C. H. Nurse I
- 4 C. H. Nurse III
- 1 Nurse Clinician
- 1 P. H. Educator II
- 1 Secretary 4 - Clerk II
- 1 Typist Clerk

*Maternal and Child Health

- 1 C. H. Nurse I
- 1 Typist Clerk

*Health Assessment

- 1 C.H. Nurse I
- 1 C.H. Nurse I (PT-50%)

*Gonorrhea Program l - Typist Clerk

*Northeast Health Services

- 1 C. H. Nurse II
- 1 Typist Clerk

*Colvin Health Station 1 - Typist Clerk CLERKI

*Community Health Services

- 1 Home Health Aide (Interpeter)
- 1 Home Health Aide (Interpeter)
 - (PT-50%)

ENVIRONMENTAL HEALTH DIVISION

Directs and coordinates the overall planning and administration of all environmental programs including routine staff assistance to three appointive boards or committees.

1 - Environmental Health Director

ENVIRONMENTAL SERVICES

Performs coordination of milk, food, institution programs, and the maintenance of animal control activities including: eating and drinking establishments, food stores, warehouses and manufacturing plants, food handlers' school, milk plants and farm producers, adult and child care homes, schools and hospitals, and animal control and rables prevention.

1 - Chief, Environmental Services

FOOD AND INSTITUTION

1 - P.H. Sanitarian II

4 - P.H. Sanitarian I

ANIMAL CONTROL

- 1 Animal Control Field Supv. 1 - Animal Control Shelter Supv.
- 8 Animal Control Officer II
- 7 Animal Control Officer I
- 1 Clerk II

MILK

1 - P.H. Samitarian II

2 - P.H. Sanitarian I

2 - Animal Control OfficerI (PT-50%)

CLERICAL, DATA, RECORDS, AND COMMUNICATIONS

- 3 Secretary
- 1 Radio Dispatcher
- *1 Secretary

ENVIRONMENTAL QUALITY

Performs coordination of air, water and general environmental quality programs and the maintenance of solid waste and vector activities including: air and water pollution control, water supply and waste systems (permits), solid waste (permits), camps, swimming pools and mobile home parks; weeds, junk vehicles, animal maintenance (permits) and other land use maintenance; and control of mosquitos, flies, rats, birds and poison ivy.

1 - Chief, Environmental Services

WATER QUALITY CROSS-CONNECTION CONTROL

2 - P.H. Sanitarian II

AIR QUALITY

- *1 Air Quality Environ-
- mentalist 1 - Air Quality Technician II

ENVIRONMENTAL QUALITY SWIMMING POOLS, SOLID COLLECTION PERMITS

2 - P.H. Sanitarian II

9 - P.H. Sanitarian I

VECTOR CONTROL

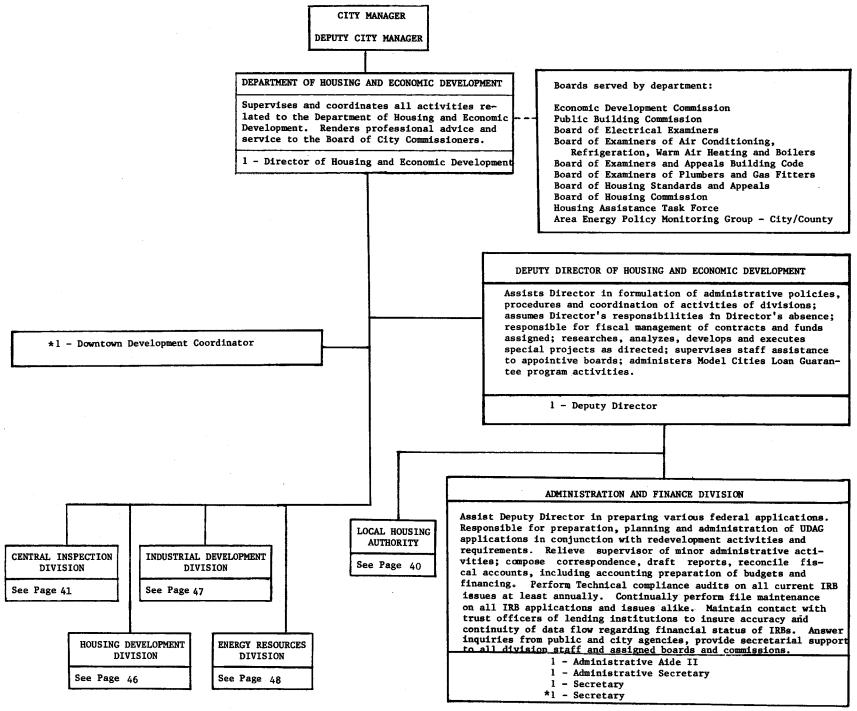
- 1 P.H. Sanitarian II
- 1 Equipment Operator II
- 2 Equipment Operator I

(Seasonal)

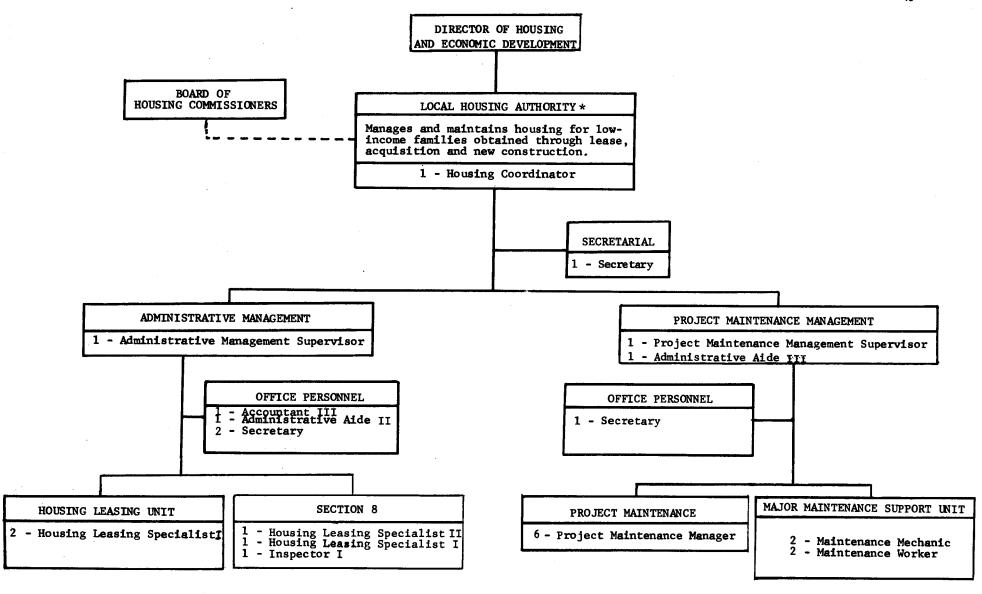
STATE AND FEDERAL GRANT PROGRAMS

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Indochinese Refugee Assistance Program (10/1/82 - 9/30/83)
Air Pollution (10/1/82 - 9/30/83)
                                                                                          (Self Sustaining)
 1 - Air Quality Environmentalist
 1 - Secretary
                                                               1 - X-ray Technician
Alcoholism Family Counseling (6/1/82 - 5/31/83)
                                                              2 - Home Health Alde (Interpreter) AIDE
1 - Alcoholism Program Director
                                                               1 - Clerk II
 1 - Secretary
Community Health Services (7/1/82 - 6/30/83)
                                                               Maternal & Child Health (7/1/82 - 6/30/83)
                                 100 90
  - CHNI (.75%)
1 - Home Health Aide (Interpreter) A 1 OF 5
1 - Nome-Heelth Aide (Interpreter) (PT-50%) AIDE
                                                               1 - Typist Clerk
 Dental Health Project (7/1/82 - 6/30/83)
                                                               Maternal & Infant Care Project (7/1/82 - 6/30/83)
 1 - Dental Health Educator
                                                               1 - Nurse Clinician
 1 - Dental Assistant
                                                               1 - Social Worker I
                                                               1 - Social Worker I (PT-50%)
 Family Planning (7/1/82 - 6/30/83)
                                                               1- Club II
                                                               1- CHN III (50%) - 1CHN
1 - Social Worker I
 1 - ACLOUNT CLERKI
                                                               Northeast Health Services (1/1/83 - 12/31/83)
 1 - C. H. Aide
 1 - C. H. Aide (PT-50%)
                                                               1 - C. H. Nurse II
🌊 - Clerk II
                                                               1 - Typist Clerk
 1 - Bacteriologist II
                                                                 Colvin Health Station (1/1/83 - 12/31/83)
 <u>Gonorrhea Control</u> (7/1/82 - 6/30/83)
                                                               1 - Typist Clerk
 1 - Bacteriologist I
 1 - Laboratory Assistant (PT-50%)
                                                                Refugee Health Screening (10/1/82-6/30/83)
  - Backwologs 1 Il ( Colo)
 Health Assessment (1/1/83 - 12/31/83) (Self-Sustaining)
                                                            Λ 1 - C.H. Nurse III
 3 - C. H. Nurse I
                                                                T. B. Grant (7/1/82-6/30/83)
 1 - C. H. Nurse I (PT-50%)
 1 - Clerk II
                                                             of 1 - C.H. Nurse I
                                                               1 - Clerk II
 Home Health Services (1/1/83 - 12/31/83) (Self-Sustaining)
   1 - Chief, Special Services
                                                                WIC--Suppl. Food Prog. for Women, Infants & Children
   3 - C.H. Nurse III
                                                                     (7/1/82-6/30/83)
- C.H. Nurse I
     - Physical Thorapist
                                                               1 - Nutritionist II
      -- Occupational Theresist
                                                             6 1 - Nutritionist I
   1 - L.P.N.
                                                               1 - P.H. Educator I
   3 - Home Health Aide
                                                               3 - C.H. Nurse I
   1 - Secretary
                                                               1 - C.H. Aide
   1 - Clerk II
                                                                4 - Clerk II
   1 - Account Clerk I
    )- Storekeeper
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NOTE: The positions listed on this page are a summary of all the Health non-locally funded positions shown on the previous Health pages. Also shown are the inclusive dates of the current contracts and budgets.

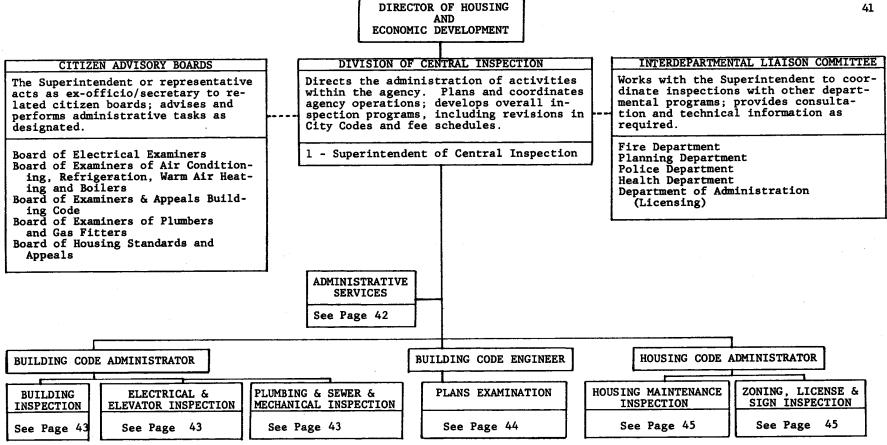


* Funded by CDBG



LHA is funded entirely by Housing and Urban Development.

^{*}Organization of the Local Housing Authority is subject to change after April 1, 1983, pending approval by HUD of the 1984 fiscal year budget request.



SUPERINTENDENT OF CENTRAL INSPECTION

ADMINISTRATIVE SERVICES

Directs division permit and license issuance function, record keeping, data processing services, general clerical support, and public relations activities. Responsible for publication of bi-monthly construction industry newsletter (CINCH). Provides general administrative support to superintendent and assists in policy research and program development.

1 - Administrative Supervisor 1 - Administrative Aide II

SECRETARIAL/CLERICAL SUPPORT

Types correspondence, receives visitors, does filing, answers phones, enters inspection records in ledgers, assists in publication of CINCH, routes inter-office mail controls data entry on computer files.

- 1 Secretary
- 2 Clerk II

PERMIT AND LICENSE APPLICATION AND ISSUANCE

Processes permit applications to determine compliance with construction codes and zoning ordinance. Responsible for issuance of permits on building, plumbing, electrical, mechanical, sewer, sign, elevator, and moving activities. Issues licenses and certificates to contractors and trades persons. Takes application on exams for licenses and certificates. Sells Codebooks and ordinances. Handles purchasing and payroll functions for the division.

- 1 Permit Examiner
- 2 Account Clerk II
- 3 Clerk II

SUPERINTENDENT OF CENTRAL INSPECTION

BUILDING CODE ADMINISTRATION

Assists and acts for the Superintendent in supervision of all facets of the sections operation, requiring compliance (totally or in part) with Titles 2, 5, 9, 10, 14, 15, 16, 17, 18, 19, 21, 22, and 23 of the Code of the City of Wichita, Kansas.

1 - Building Code Administrator

COMBINATION INSPECTION

Responsible for inspection of building, plumbing, electrical, and mechanical areas in residential construction.

1 - Combination Inspector

BUILDING INSPECTION

Inspection of new and remodel building construction including structures other than buildings for compliance with Title 18 and related City Codes. Conducts periodic maintenance inspections on non-residential structures; inspects dangerous and damaged structures; monitors Industrial Compliance Certificates; conducts periodic inspections of facilities involved with the issuance of Industrial Revenue Bonds; inspection of existing structures for federally funded assistance projects; awnings, canopies and marquees; fencing and screening generally; sub-division regulations and Community Unit Plan/Planned Unit Development requirements; Child day care centers.

- 1 Chief Building Inspector
- 2 Inspector II
- 5 Inspector I

ELECTRICAL & ELEVATOR INSPECTION

Inspection of all electrical installation within the City of Wichita in accordance with Title 19 and related City Codes. Inspection of new elevator and related equipment installations and annual maintenance inspections of passenger and freight elevators, escalators, dumbwaiters, stage lifts, man lifts, etc.

- 1 Chief Electrical & Elevator Inspector
- 1 Electrical Inspector II
- 2 Electrical Inspector I
- 1 Inspector I (Elevator)

PLUMBING & MECHANICAL & SEWER INSPECTION

Inspection of all plumbing and gas fitting installations in accordance with Title 21 and related City Codes. Inspection of all warm air heating, air conditioning, refrigeration and boiler installation in accordance with Title 22 and related City Codes, including periodic maintenance inspection on all boilers, pressure vessels and vacuum vessels. Inspects all connections to public sewer system.

- 1 Chief Plumbing & Mechanical Inspector
- 1 Plumbing Inspector II
- 3 Plumbing inspector I 2 - Mechanical Inspector I
- 1 Mechanical Inspector II

SUPERINTENDENT OF CENTRAL INSPECTION

BUILDING CODE ENGINEERING

Assists and acts for the Superintendent in supervision of all facets of the sections operation; performs code analysis in architectural-related problems; codes research and records maintenance.

1 - Building Code Engineer

PLANS EXAMINATION

COMMERCIAL

Review all new construction or remodeling plans for compliance with City Codes including Titles 18, 15, 28, Historic Landmark preservation Helicopter and Helistops, Excavations, Driveways and Curb Cuts; Off-street Parking; Swimming Pools, Right-of-Way Acquisition, Flood Plain Ordinances, Hydrogeological areas, Sub-division Regulations, Community Unit Plan/Planned Unit Development, Drainage, and Energy Conservation Requirements, etc. Prepares reports for supervisory review

- 1 Building Plans Examiner III
- 2 Building Plans Examiner II 1 - Building Plans Examiner I

SUPERINTENDENT OF CENTRAL INSPECTION

MAINTENANCE INSPECTION

Assists and acts for the Superintendent in supervision of all facets of the sections operation requiring compliance (totally or in part) with Titles 3, 4, 5, 7, 10, 18, 20, 24, 25, 26, and 28 of the Code of the City of Wichita, Kansas.

1 - Housing Code Administrator

HOUSING MAINTENANCE INSPECTION

Performs maintenance inspections of residential properties in accordance with Title 20 and related City Codes. Inspections are conducted on both request and a monitoring basis. Prepares Condemnation cases on dangerous and unsafe structures in accordance with City Policy and State Statute. Inspects reroof, reside and wrecking of residential structures in accordance with Title 18 and related City Codes. Inspects residential structures to be moved either inside or out of the city and performs ownership verification of parcels affected by public works projects.

1 - Chief Housing Inspector

- 1 Inspector II
- 3 Inspector I
- *2 Inspector I

ZONING, LICENSING & SIGN INSPECTION

Enforces Title 28, Zoning Ordinance and related City Codes on both a request and area monitoring basis. Performs licensing functions in conjunction with zoning on Amusement Parks and Rides, Dances and Dance Halls, Motor Vehicle Wrecking, Home Occupations, Cereal Malt Beverages, Oil and Gas Wells, Trailer and Trailer Camps, Fencing, Borrow, Sand & Gravel Pits, etc. Enforces Maintenance requirements of Screening in accordance with Sub-division Regulations and Community Unit Plan/Planned Unit Developments. Inspects all new permanent sign installations for conformance to Titles 24 and 28 as well as enforcing the temporary sign provisions. Periodic maintenance inspections are conducted on all existing signs.

- 1 Inspector II
- 4 Inspector I

^{*} Federal (CDBG)

DIRECTOR OF HOUSING AND ECONOMIC DEVELOPMENT HOUSING DEVELOPMENT DIRECTOR Designs, directs and coordinates all activities related to housing development and rehabilitation; promotes public awareness; develops programs for development, redevelopment and rehabilitation working with the Local Housing Authority, the Redevelopment and Rehabilitation Board, HUD, local lenders, developers, builders, and the public. 1 - Housing Development Director 1 - Secretary ECONOMIC DEVELOPMENT (Special Projects Group) 3 - Industrial Analyst REHABILITATION OFFICER Directs and coordinates the implementation of housing development and rehabilitation programs. Approves all federal and local loans and grants for rehabilitation. 1 - Rehabilitation Officer HOUSING DEVELOPMENT AND MULTI-FAMILY HOUSING AND REHABILITATION LOAN SERVICES REHABILITATION SERVICES LOAN MANAGEMENT Handles interviews and structure inspections; Works with LHA on new housing development and Multi-family Loan Specialist; supervises verifies applicant's eligibility; prepares rehabilitation programs; interviews applicants the preparation and processing of all loan specifications for needed repairs, estimates and verifies applicant's eligibility; inspects applications for financial assistance through costs, and insures that all codes and ordinances structures to be rehabilitated, prepares the rehabilitation programs; supervises and are met; monitors construction phases; assists specifications for needed repairs, and estimates gathers housing information; prepares legal property owner in securing contractor bids. costs; insures all code and ordinance requiredocuments and maintains records of housing ments are met; assists in the preparation or activities conducted. revision of regulations; supervises and inspects rehabilitation work as it progresses. 1 - Rehabilitation Coordinator 1 - Rehabilitation Coordinator 1 - Loan Manager 2 - Rehabilitation Loan Specialist 2 - Rehabilitation Specialist 1 - Rehabilitation Specialist 1 - Rehabilitation Specialist 1 - RehabilitationLoan Specialist This Division is totally funded by Federal funds.

DIRECTOR OF HOUSING AND ECONOMIC DEVELOPMENT

ECONOMIC AND INDUSTRIAL DEVELOPMENT DIVISION

Coordinates and supervises economic and industrial development functions for the department. Administers and makes division recommendations on City's IRB program. Serves as liaison official between City Departments and industry on area industrial development activities.

Monitors and administers funding requests for City/Chamber of Commerce economic development contract. Participates at state level with activities sponsored by the Kansas Cavalry and the Kansas Association of Commerce and Industry.

1 - Economic and Industrial Development Officer

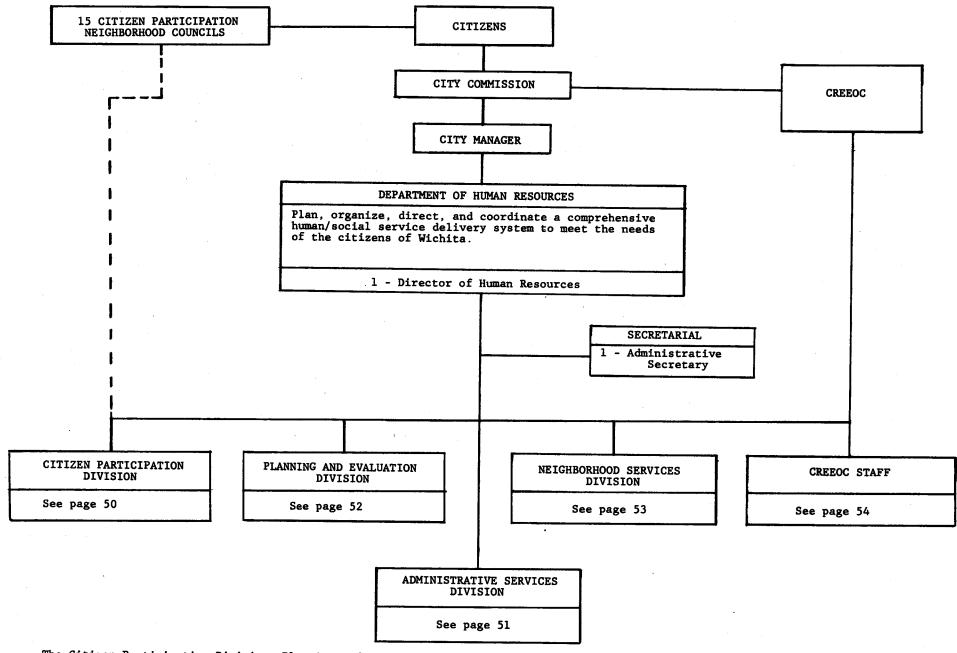
SERVICES TO INDUSTRY

Schedules and conducts initial meetings of all industrial revenue bond applications between applicant, bond underwriter, and legal counsel. Processes all IRB proposal correspondence and coordinates effort within other applicable City departments. Reviews IRB contractual documents and provides opinion to legal department as to the validity of the documents. Works with all economic development groups toward the betterment of Wichita. Continues to function as liaison between industry and City government with visits to local industry officials. Performs special assignments as required.

2 - Industrial Analyst

DIRECTOR OF HOUSING AND ECONOMIC DEVELOPMENT **ENERGY RESOURCES DIVISION** Directs and coordinates energy conservation and planning activities; promotes public awareness activities; coordinates and promotes efforts to develop and maintain adequate energy supply for local needs; monitors environmental impacts of energy alternatives; secretariat to joint City/ County Monitoring Group; coordinates weatherization programs and building Energy Audits; implements Area Energy Policy Plans CITY ENERGY CONSERVATION PROGRAMS of Action. Directs and coordinates all resi-1 - Energy Coordinator dential weatherization projects; 1 - Secretary supervises interfacing of dele-DOE. gate programs with CSA, SRS, KEOO, SER, Mennonite services; responsible for management of WHIP/WAP programs. OPERATION AND MANAGEMENT THE ENERGY PLACE FACILITY **1 - Energy Supervisor Develops, installs, designs, maintains and tests energy systems and de-Provides for public demonstrations, tours, monstration projects; manages facility audio-visual aids, workshops, seminars, (i e., Heating With Wood, Building a Solar operations, grounds, equipment; conducts evaluations and audits on City Greenhouse, Passive Solar Design), Home SPECIAL DELEGATE PROGRAMS LOW INTEREST LOAN PROGRAM Show and Energy Fair; furnishes conservastructures; advises on conservation techniques; interfaces with WSU, KEO and tion information, residential energy audit Administers and manages grant/ DOE on energy programs, initiates funding Administers and manages Wichita assistance; clearinghouse for Community delegate low-income Weatheriproposals; programs media and public Energy Efficiency Programs and information Home Insulation Program (WHIP) events; maintains comprehensive energy zation Assistance Programs dissemination. which includes outstandresearch library; coordinates presenta-(WAP); coordinates labor and ing loans requiring posting of Public Awareness tions and information dissemination. contractual sources; secures payments and delinquent account Designs and develops techniques, vehicles 1 Energy Resource Systems Analyst and develops funding sources procedures; initiates an averand strategies for energy information; dis-1-Maintenance Mechanic and labor resources; responseminates conservation materials; coordinage of 78 loan agreements a sible to Weatherization ates media participation; advises public on month; provides resources and future local energy activities; prepares Board; supervises grant apclearinghouse for public inpromotional programs; interfaces with KEO, plications and commitments. quiries, averaging 153 mail-DOE on projects and events; prepares funding ings, 251 phone conversations proposals; solicits cosponsors for project **1 - Administrative Assistant participation; promotes public awareness in monthly; supervises interpreta-**1 - Secretary tion on infrared thermograms, community energy efficiency measures. which average 84 monthly; pro-** I-Administrative Assistant vides for off-site informational programs on weatheri-ON-SITE FIELD OPERATIONS zation. Trains, supervises and coor-*l-Administrative Aide I dinates on-site labor teams from CETA, SRS, and Mennonite Services; performs field inspections and certifications of activities. RIDE SHARE PROGRAM +1 - Administrative Aide II Administers grant program with the KEO to - Labor Supervisor I provide technical assistance in establishing SEOO/DOE 1 - Laborer L 1 - Housing Counselor Up to 10 - Weatherization carpool, vanpool, mass transit programs for KEO/DOE major employers and small businesses; co-CDBG/HUD ordinates Task Force to monitor and evaluate Workers (non-City) ride-share programs; promotes public awareness and legislative activities for ridesharing.

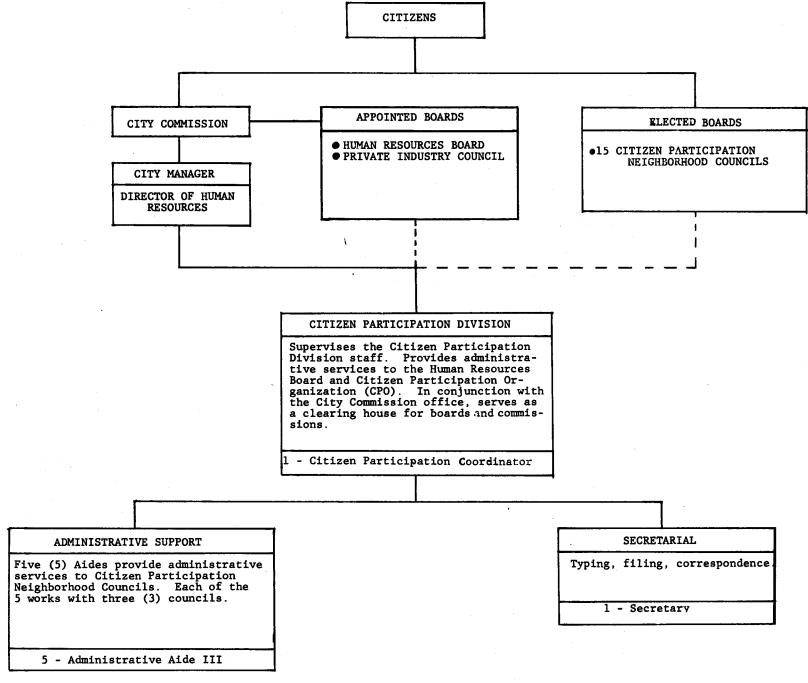
* 1-Administrative Aide III



The Citizen Participation Division, Planning and Evaluation Division and CREEOC staff provide support to several advisory boards not shown on the above chart. These advisory boards are shown on the following division pages, however.

The two positions listed above are funded from federal sources, including the Department of Labor Services Block Grant (CSBG) program.

and Community



This division is funded entirely by federal funds, including grants from the Community Development Block Grant (CDBG) program, the Department of Labor, and the Community Services Block Grant (CSBG) program.

DIRECTOR OF HUMAN RESOURCES

ADMINISTRATIVE SERVICES DIVISION

The Administrative Services Division is supervised by the Budget and Finance Coordinator. This division shall supervise, coordinate and direct fiscal, clerical, record keeping, and other administrative activities within the department, and shall be specifically responsible for budget and personnel actions and compliance with contracts currently held by the departments.

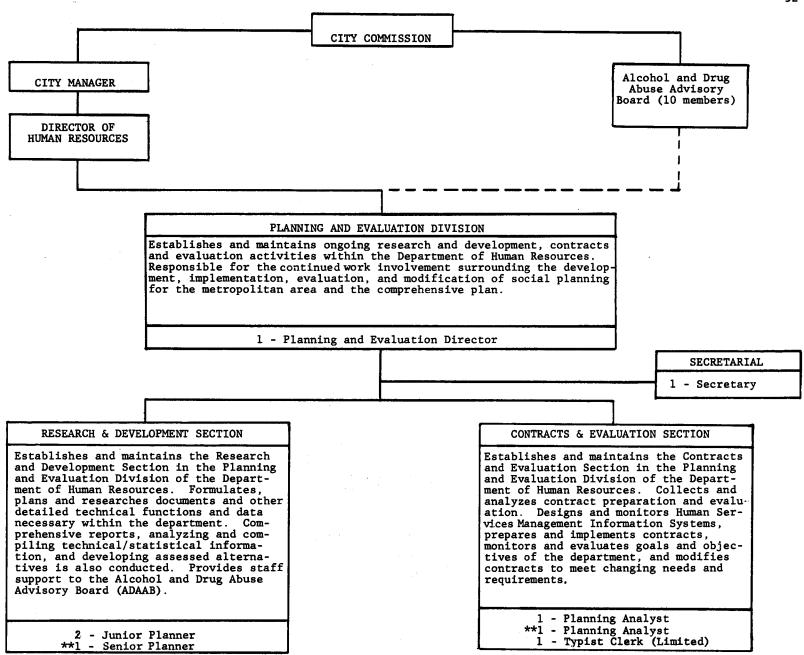
1 - Budget and Finance Coordinator

BUDGET AND FISCAL MANAGEMENT/ PERSONNEL ACCOUNTABILITY

Initiates department purchase requisitions; prepares budgets, financial reports, accounting statements, and inventories; records and compiles program activity data for reporting to various grantees and the Human Resources Board; coordinates departmental payroll, personnel, and manning compliance.

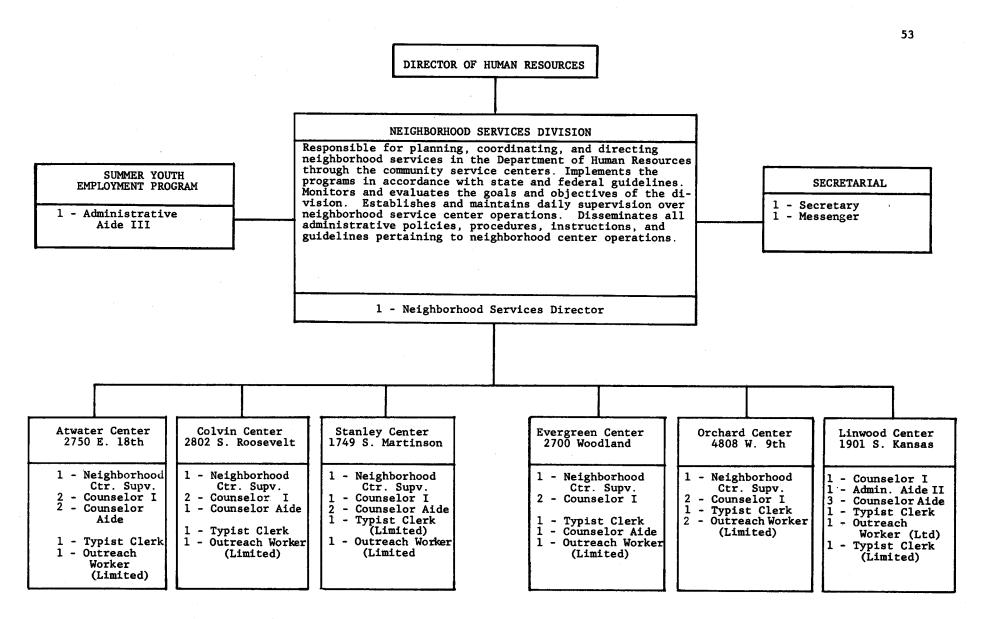
- 1 Accountant II
- 1 Account Clerk III
- 1 Account Clerk II
- 1 Typist Clerk (Limited)

This division is funded by grants from the Community Service Block Grant (CSBG) program, Department of Labor and private club liquor tax revenues in the Special Alcohol Programs Fund.

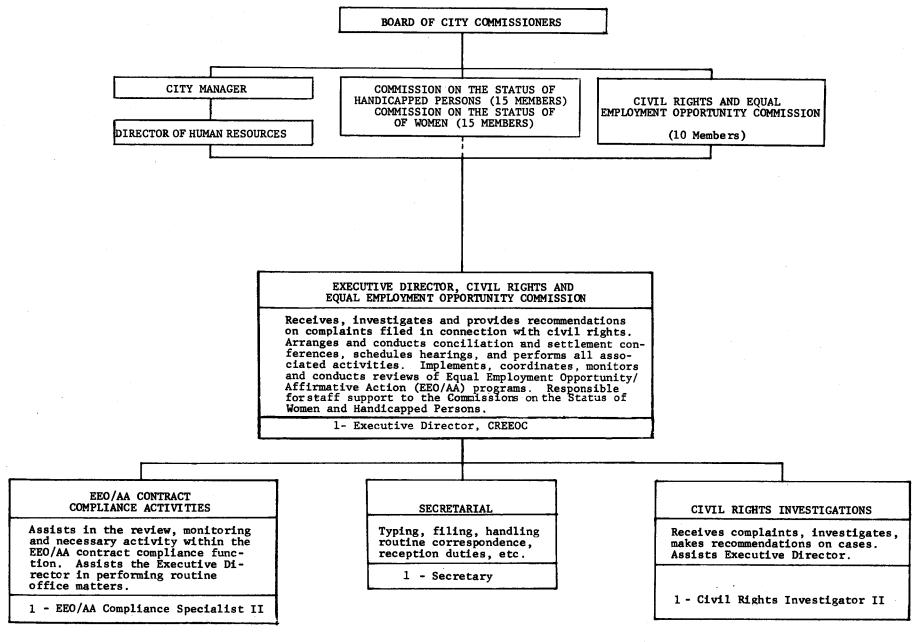


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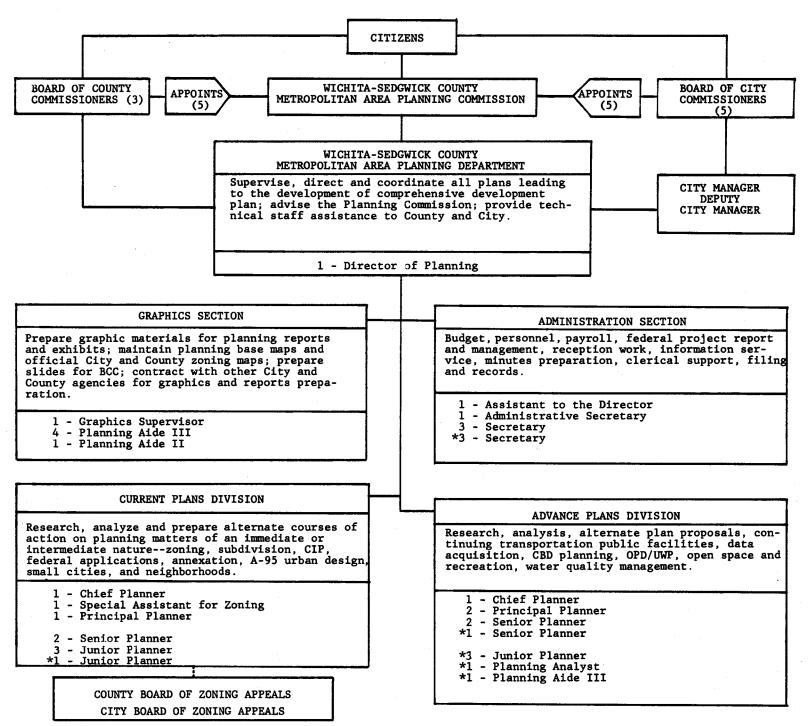
**Special Alcohol Program Fund



This division is funded by grants from the Community Services Block Grant (CSBG) program, the Department of Labor and the Community Development Block Grant (CDBG) program.



NOTE: This division is entirely funded from local General Fund revenues.



*Federal or State Funding

CITY MANAGER
DEPUTY CITY MANAGER

DEPARTMENT OF OPERATIONS AND MAINTENANCE

Responsible for integrating operations and maintenance activity in the following specific areas: maintenance and cleaning of streets, bridges and sidewalks; service and repair of motor vehicles and other equipment within both the Official Motor Pool and the Equipment Motor Pool; installation and maintenance of traffic signals, signs and lane markings; maintenance of the flood control system; operation of the weed mowing and noxious weed control programs; closing former landfill sites, and operation of snow removal and ice control program. Responsible for coordinating departmental activities with those of other departments and agencies. Responsible for overseeing operation of Brooks Landfill by private contractor.

1 - Director of Operations and Maintenance

ADMINISTRATIVE RESEARCH AND PLANNING SECTION

Assist Director in coordinating departmental activities. Conduct management research and analysis. Conduct on-going review of departmental performance. Maintain City land records.

Responsible for overall development and administration of department's budget. Manage and maintain records. Perform cost accounting,

payroll preparation and damage case reports, issue various permits and licenses, including those for housemoving, sidewalks and pavement cuts.

- 1 Assistant to the Director
- 1 Account Clerk III
- 1 Secretary
- 1 Administrative Aide I

SECRETARIAL

1 - Administrative Secretary

FLEET MAINTENANCE DIVISION

See page 58

TRAFFIC OPERATIONS
AND MAINTENANCE DIVISION

See page 59

STREET SERVICES DIVISION

See page 60

LITTER CONTROL DIVISION

See page 62

FLEET MAINTENANCE DIVISION

Responsible for the repair, maintenance and management of all vehicles and other equipment included in both the Official Motor Pool and the Equipment Motor Pool. Coordinate division's operations with those of user activities. Responsible for security operation, repair and maintenance of buildings and grounds at the Central Maintenance Facility, 1801 S. McLean Boulevard.

- 1 Fleet Maintenance Director
- 2 Administrative Aide I

CENTRAL MAINTENANCE ACTIVITY

Provide radio dispatching for Operations and Maintenance divisions. Repair and maintain Central Maintenance Facility.

- 1 Maintenance Mechanic Supervisor
- 1 Radio Dispatcher

EQUIPMENT MAINTENANCE SECTION

Responsible for repair and maintenance of all Equipment Motor Pool equipment. Coordinate the purchase of replacement vehicles and equipment. Conduct preventative maintenance program.

- 1 Fleet Maintenance Supervisor
- 1 Equipment Maintenance Supervisor
- 1 Account Clerk II

OFFICIAL MOTOR POOL SECTION

Repair, maintain and fuel Official Motor Pool vehicles. Conduct preventative maintenance program. Make service calls to vehicles disabled in the field.

FIRST SHIFT

- 1 Equipment Maintenance Supervisor
- 1 Chief Mechanic
- 1 Auto Mechanic Supervisor
- 5 Automotive Mechanic
- 2 Automotive Mechanic Helper
- 1 Storekeeper II

SECOND SHIFT

- I Auto Mechanic Supervisor
- 1 Automotive Mechanic Helper
- Note: A Police Lt. serves as liaison on this shift.

SHIFT OPERATIONS

Repair equipment. Perform preventative maintenance. Make service calls to vehicles/equipment disabled in the field.

FIRST SHIFT

- 4 Automotive Mechanic
- 1 Automotive Service Worker SECOND SHIFT
- 1 Chief Mechanic
- 4 Automotive Mechanic

THIRD SHIFT

- 1 Chief Mechanic
- 1 Automotive Mechanic Supervisor
- 3 Automotive Mechanic
- 1 Automotive Service Worker

WEEKENDS & HOLIDAYS

- 3 Automotive Mechanic Supervisor
- 2 Automotive Service Worker

PARTS AND MATERIALS STORES

Maintain parts and materials stores. Procure and issue parts and materials. Conduct inventories.

- 1 Storekeeper III (1st Shift)
- 1 Storekeeper II (2nd Shift) 1 Storekeeper II (3rd Shift)

DIRECTOR OF OPERATIONS AND MAINTENANCE

TRAFFIC OPERATIONS AND MAINTENANCE DIVISION

Responsible for installation and maintenance of traffic signals, signs, pavement markings, and parking meters. Coordinate work activities with other divisions, departments and agencies.

- 1 Traffic Operations and Maintenance Director
- 1 Administrative Assistant

SECRETARIAL

1 - Secretary

FIELD OPERATIONS SUPERVISOR

Supervise field personnel in installation and maintenance of traffic signals, signs, pavement markings and parking meters.

1 - Traffic Maintenance Supervisor

SIGNAL INSTALLATION AND MAINTENANCE

- 1 Signal Supervisor
- 1 Electronics Technician II

INSTALLATION AND MAINTENANCE OF PAVEMENT MARKING/ SIGNS/PARKING METERS, AND UNDERGROUND CONSTRUCTION.

1 - General Supervisor II

INSTALLATION

Electrical work for installing new and upgrading existing signals.

- 1 Signal Technician
- 3 Signal Electrician

MAINTENANCE

Conduct preventative maintenance. Perform emergency maintenance and repairs on a 24-hour, 7-day basis, including holidays.

- 1 Signal Technician
- 3 Signal Electrician

TRAFFIC SIGNING

Fabricate, install and maintain all traffic signs

- 1 Sign Painter
- 1 Traffic Signal Mechanic
- 2 Maintenance Worker

PAVEMENT MARKING

Install and maintain pavement markings with paint, thermoplastic and reflective buttons.

- 1 Labor Supervisor I
- 1 Traffic Signal Mechanic
- 1 Equipment Operator II
- 3 Maintenance Worker

UNDERGROUND SIGNAL CONSTRUCTION

Install underground conduit, foundations and service boxes for new traffic signals

- 2 Traffic Signal Mechanic 2 - Maintenance Worker

PARKING METER SHOP

Install and maintain parking meters. Conduct traffic volume counts.

- 1 Maintenance Mechanic Supervisor
- 1 Maintenance Mechanic

STREET SERVICES DIVISION

Responsible for emergency repair and scheduled maintenance of streets, bridges, sidewalks, alleys, roadside drainage easements, flood control projects and sub-station buildings. Also responsible for overseeing operation of the Brooks Landfill by private contractor, and the final closure plan for Brooks and Chapin Landfill sites.

- 1 Street Services Director
- 1 Administrative Assistant for Operation and Maintenance
- 1 Administrative Aide I

SECRETARIAL

1 - Secretary

PAVEMENT AND SIDEWALK INSPECTION

Inspect pavement cuts made by private contractors, utility companies and other City departments. Supervise construction of driveways and sidewalks by private contractors.

4 - Street Inspectors

FLOOD CONTROL AND LANDFILL SECTION

Responsible for emergency repair and scheduled maintenance, including grading, natural waterway reconstruction, stream debri removal, fencing and turfing of the Flood Control project, and covering the two landfill sites in accordance with the State-approved plan.

- 1 Flood Control and Landfill Supervisor
- 1 Administrative Aide II

STREET MAINTENANCE SECTION

See page 61

FLOOD CONTROL MAINTENANCE

Repair erosion damage. Grade and reconstruct waterways. Remove debris, mow, turf, fence and spray. Perform stream flow and test well measurements.

1 - Engineering Aide II

HEAVY EQUIPMENT OPERATIONS

- 1 General Supervisor II
- 8 Equipment Operator II-Heavy
- UTILITY OPERATIONS
- 1 Labor Supervisor II
- 5 Equipment Operator I5 Equipment Operator I (Seasonal)

LANDFILL ACTIVITY

Provide cover at landfill sites where dumping is complete (Chapin site and east side of Brooks site).

- 1 Equipment Operator II Supv.
- 3 Equipment Operator II Heavy

STREET SERVICES DIRECTOR

STREET MAINTENANCE SECTION

Responsible for both emergency and scheduled repairs, maintenance and resurfacing of all paved and unpaved streets and alleys.

- 1 Street Maintenance Supervisor
- 1 Assistant Street Maintenance Supervisor

ADMINISTRATIVE SUPPORT

Provide administrative services, including record maintenance, daily operation reports and payroll.

1- Administrative Aide II

ENGINEERING SUPPORT

Establish grades and rightof-ways and perform other support work for zone activities. Investigate drainage problems, and inspect railroad crossings.

- 1 Engineering Aide III
- 1 Engineering Aide II

ALLEY MAINTENANCE

Maintain alleys in all four zones.

- 1 Equipment Operator II Supv.
- 1 Equipment Operator II
- 2 Equipment Operator I

ZONE ACTIVITIES

Perform routine maintenance of streets and right-of-way, including grading, patching and surface repairs.

WEST SUBSTATION

1 - General Supervisor II

ZONE 1

- 1 Labor Supervisor II
- 5 Equipment Operator II
- 5 Equipment Operator I
- 1 Laborer I

ZONE 2

- 1 Labor Supervisor II
- 6 Equipment Operator II
- 3 Equipment Operator I

NORTHEAST SUBSTATION

1 - General Supervisor II

ZONE 3

- 1 Labor Supervisor II
- 7 Equipment Operator II
- 4 Equipment Operator I
- 1 Laborer I

ZONE 4

- 1 Labor Supervisor II
- 4 Equipment Operator II
- 5 Equipment Operator I
- 1 Laborer

INTER-ZONE ACTIVITIES

Perform major maintenance operations, including repairing, overlay, stabilization, joint-crack sealing, mudjacking and surface sealing.

- 2 Labor Supervisor II
- 2 Equipment Operator II Supervisor
- 7 Equipment Operator II
- 11 Equipment Operator I
- 1 Laborer I (Seasonal)

DIRECTOR OF OPERATIONS AND MAINTENANCE

LITTER CONTROL DIVISION

Responsible for planning, directing and coordinating all street sweeping, flushing, salting, sanding, snow plowing and other street cleaning operations. Responsible for developing a comprehensive weed mowing and noxious weeds eradication program, including lot cleanup.

1 - Litter Control Director

SECRETARIAL

1 - Secretary

STREET SWEEPING AND SNOW REMOVAL SECTION

Sweep residential areas during day hours, and core area and arterials at night, using mechanical sweepers. Manually pick up litter and trash on medials and along major thoroughfares. Pick up trash from core area public trash receptacles. Responsible for coordinating all snow removal and ice control operations.

- 1 Street Cleaning Supervisor
- 1 General Supervisor II

DAY OPERATIONS

- T Labor Supervisor II
- 12 Equipment Operator II
- 2 Equipment Operator I
- 2 Laborer I

NIGHT OPERATIONS

- 1 Labor Supervisor I
- 4 Equipment Operator II
- 1 Equipment Operator I

LITTER COLLECTION

- 1 Equipment Operator I
- 1 Equipment Operator I (Downtown Sweeping)**

WEED MOWING AND NOXIOUS WEEDS ACTIVITIES

Mow weeds on public right-of-way. Mow weeds on private property per ordinance. Spray noxious weeds.

1 - General Supervisor I

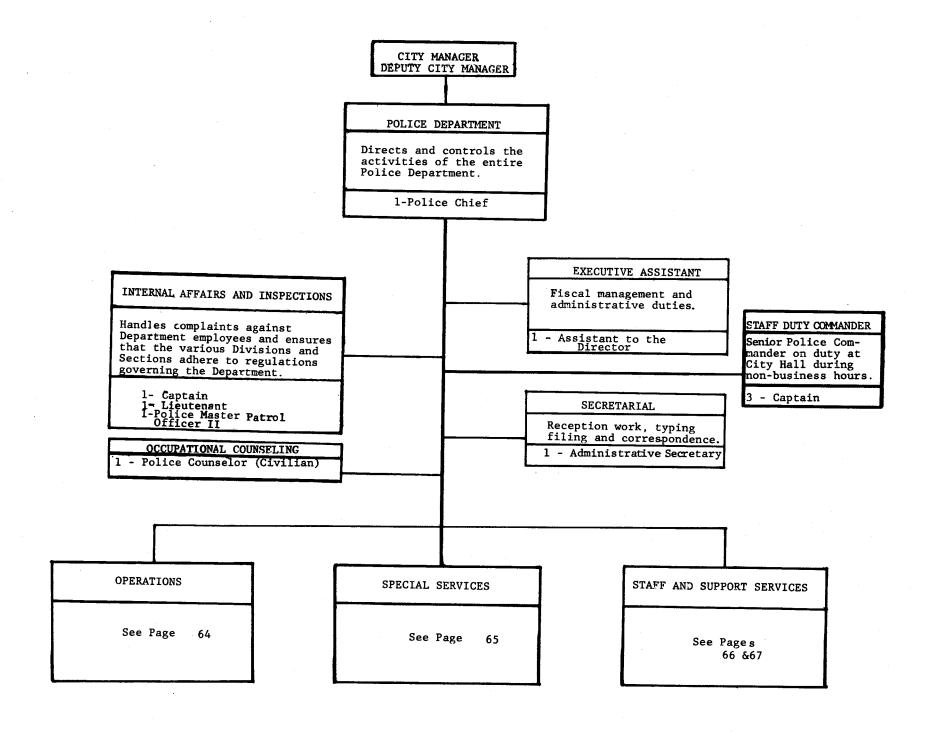
WEED MOWING

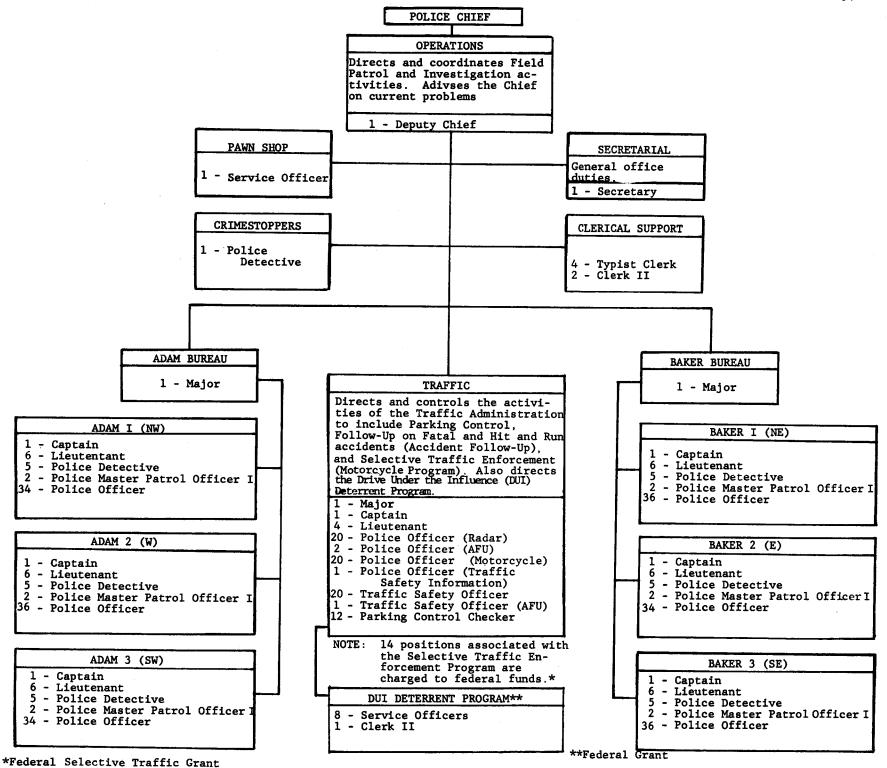
- 1 Labor Supervisor I
- 21 Equipment Operator I (Seasonal)
- 1 Account Clerk II (Seasonal
- 2 Account Clerk I (Seasonal)

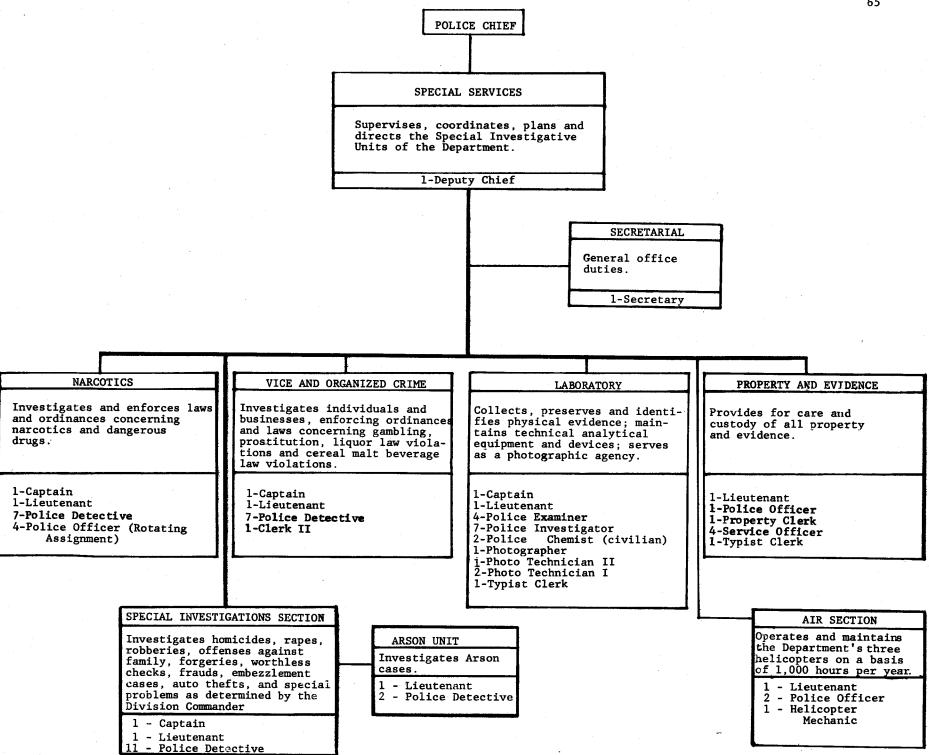
NOXIOUS WEEDS

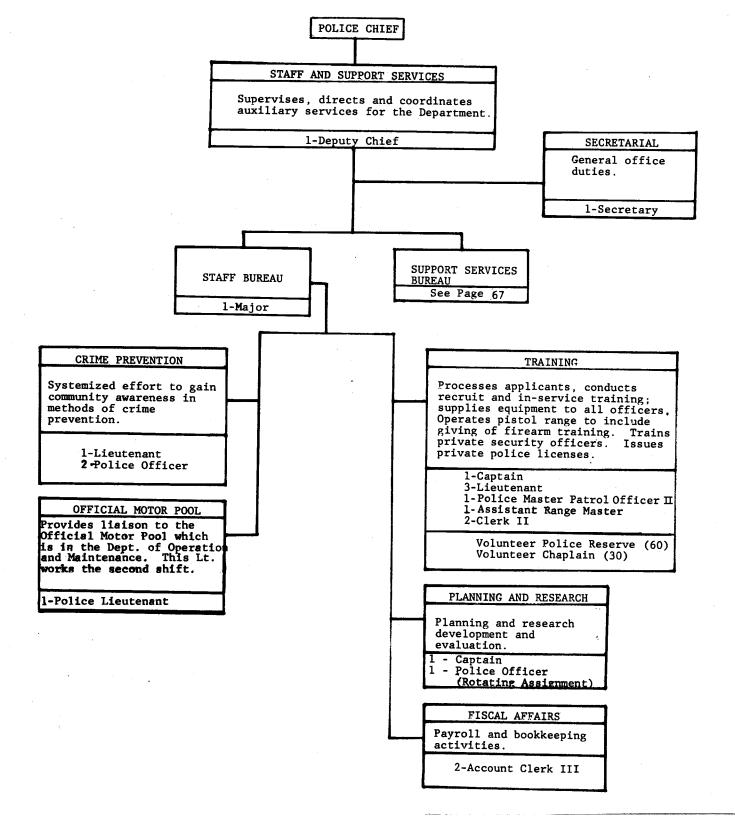
- I Equipment Operator II
- 2 Equipment Operator I (Seasonal)

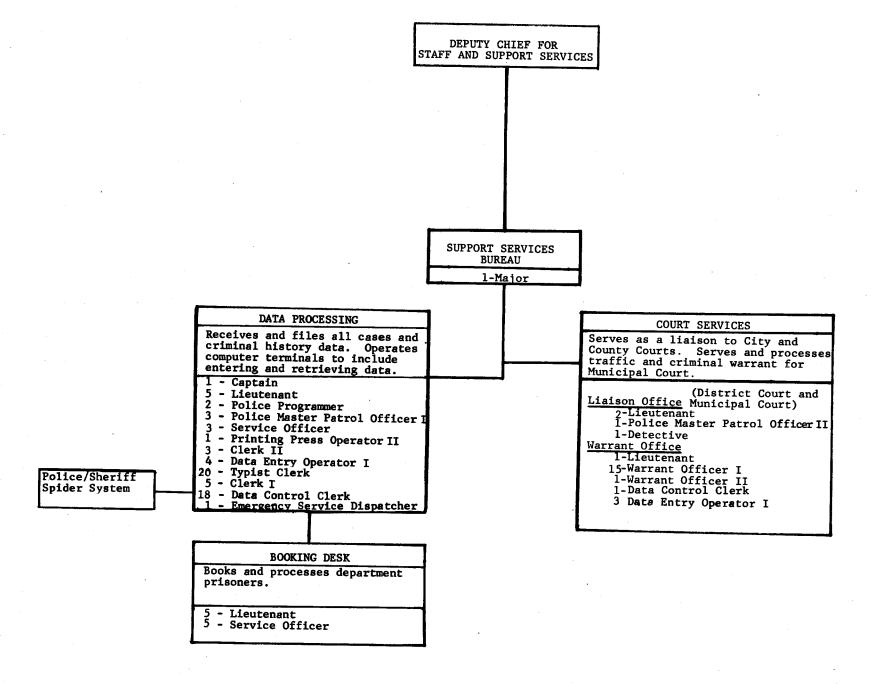
**This position is funded by the City and the Wichita Chamber of Commerce for downtown sidewalk sweeping and litter control.

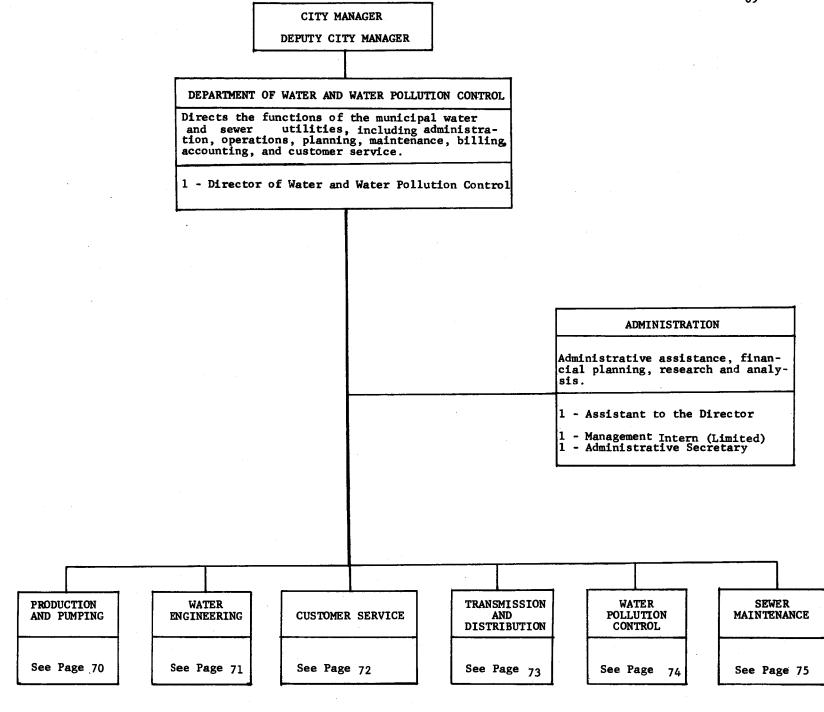












DIRECTOR OF WATER & WATER POLLUTION CONTROL WATER PRODUCTION AND PUMPING DIVISION Directs the operation and maintenance of the source of supply, purification, pumping facilities and lime slurry disposal, so an adequate supply of potable water is available as demands require. 1 - Chief Engineer, Water Production and Pumping 1 - Typist Clerk LABORATORY AND TREATMENT SOURCES OF SUPPLY I - Laboratory Director LABORATORY **OPERATIONS** CHENEY EQUUS BEDS Assures that Wichita meets Operates the sources of Operates and maintains Operates and maintains all all water and water pollusupply, treatment pro-Cheney Reservoir and water supply wells, power, tion control standards, and cessess, lime slurry dis-Pump Station, and power, transmission, and communicathat delivered water is of posal, and high service transmission, and comtion systems to the well fields. highest possible quality. pump station. Performs munication lines to Cheroutine chemical analynev Reservoir. 1 - Water Supply Supervisor sis. 1 - Electrician II 1 - Water Supply Super-1 - Electrician I 2 - Water Chemist 1 - Bacteriologist II 5 - Water System Oper. 1 - Maintenance Worker visor 1 - Maintenance Mechanic 1 - Utility Worker I 6 - Laboratory Technician 1 - Utility Worker I (Seasonal) (Seasonal) MAINTENANCE Directs a complete maintenance program on all facilities used in the treatment and pumping of water and disposal of lime slurry. 1 - Water Production Maintenance Superv. 1 - Water Maintenance Supervisor 3 - Chief Mechanic 8 - Maintenance Mechanic 3 - Maintenance Worker 1 - Electronics Technician II 3 - Equipment Operator II 1 - Custodial Worker II 1 - Custodial Worker I 3 - Utility Worker I (Seasonal) 1 - Electronics Technician I

- Electrician I

DIRECTOR OF WATER & WATER POLLUTION CONTROL

WATER ENGINEERING

Directs and supervises the engineering staff in the design, planning and construction inspection of the distribution system. Maintains valve, hydrant, service and other engineering records along with the distribution system maps. Coordinates extensions and improvements of the system with customers. the Planning Department, the City Engineer and the Fire Department.

1 - Chief Engineer - Water Engineering

MAIN EXTENSION CONTRACTS AND ENGINEERING RECORDS

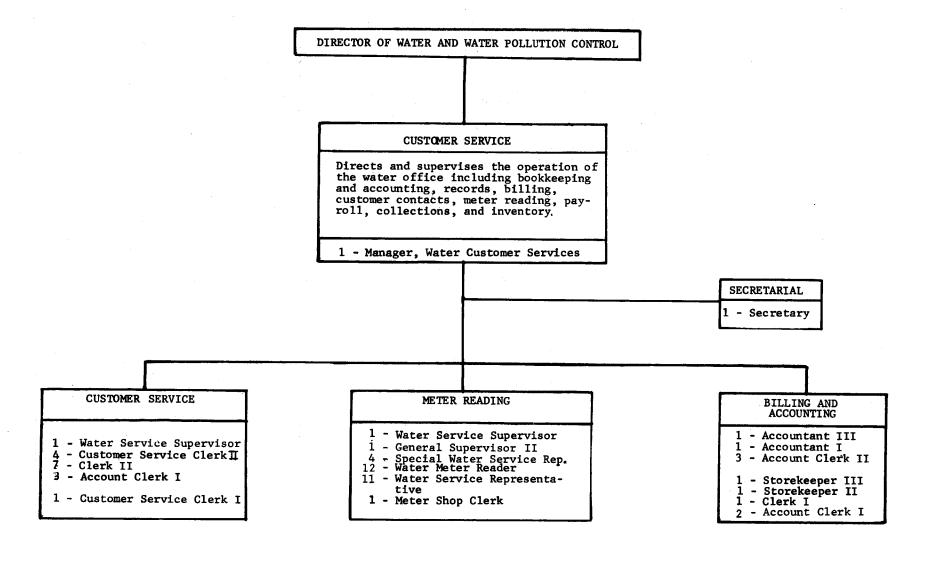
- 2 Civil Engineer II 1 Engineering Tech. I
- 1 Engineering Aide III

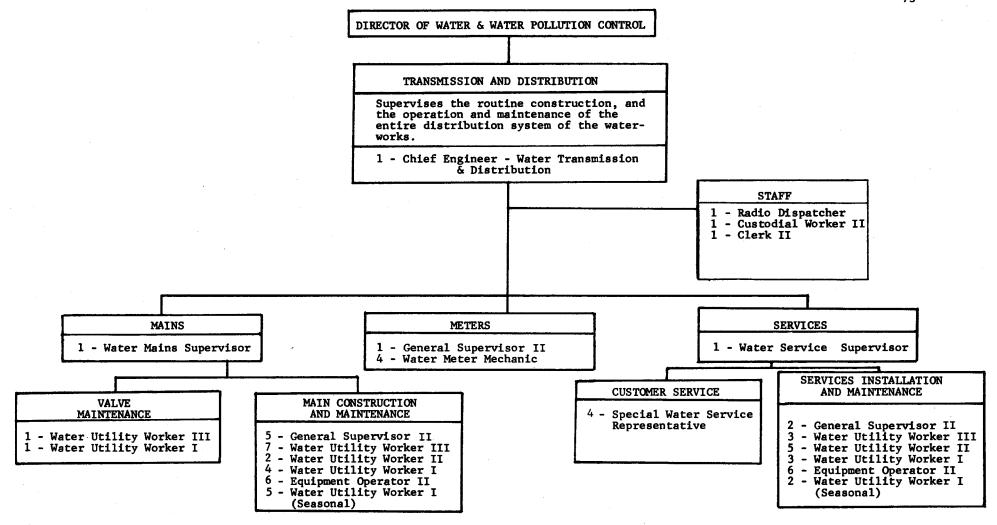
ENGINEERING DESIGN, MAPS AND SPECIAL ENGINEERING STUDIES

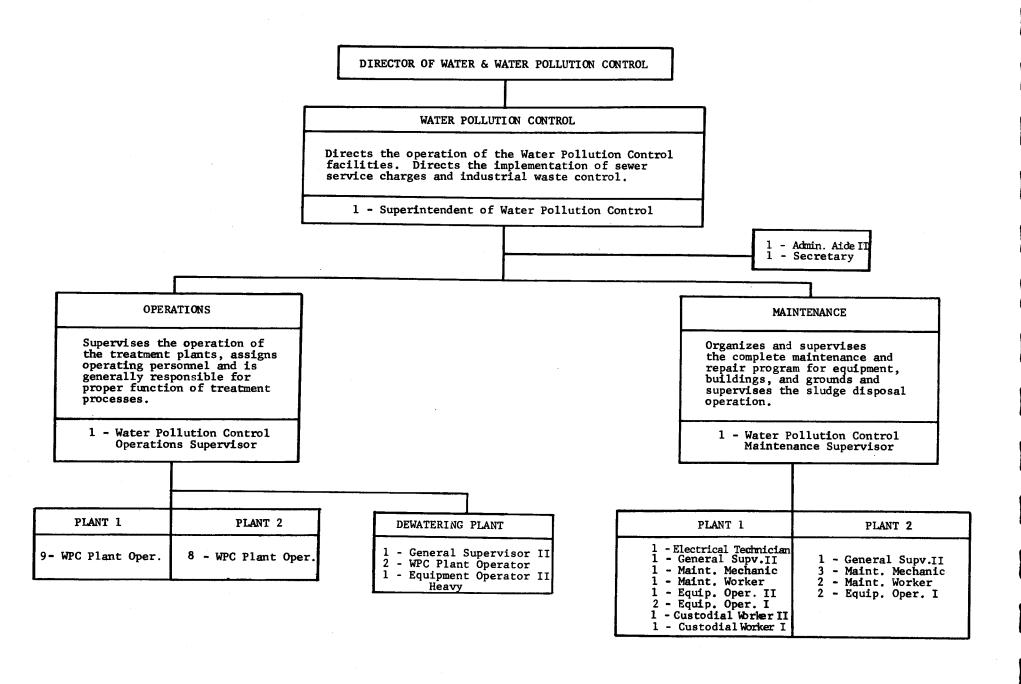
- 1 Civil Engineer III 1 Engineering Tech. II
- 1 Engineering Tech. I
- 1 Engineering Aide III

CONSTRUCTION INSPECTION

- 1 Engineering Technician I
- 4 Engineering Aide III







DIRECTOR OF WATER AND WATER POLLUTION CONTROL

SEWER MAINTENANCE DIVISION

Direct the preventive and routine maintenance and repair of the sanitary and storm sewer systems.

1-Superintendent of Sewer Maintenance

ADMINISTRATION

Supervision of operations, preparation of reports, and inspection of the installation of private lines.

1-Civil Engineer III

1-Sewer Maintenance Supervisor

1-General Supervisor II

1-Administrative Aide II

1-Administrative Aide I

ZONE A (General Services Entire City)

Flow measurement, equipment maintenance, taps, T.V. inspection and grouting, high pressure cleaning, vaporooter foam de-rooting, lift station maintenance.

- 1-Engineering Aide III
- 4-T.V. Technician
- 3-Maintenance Mechanic
- 1-Equipment Operator II-Heavy
- 12-Equipment Operator II
- 1-Engineering Aide I
- 2-Equipment Operator I
- 3-Laborer I

ZONE B (North of Douglas)

Routine and emergency maintenance and repair. High pressure cleaning, sewer flushing, emergency calls, vacuum cleaning, sewer rodding, dragging, and repair.

- 1-Labor Supervisor II
- 7-Equipment Operator II
- 7-Equipment Operator I
- 5-Laborer I

ZONE C (South of Douglas)

Routine and emergency maintenance and repair, high pressure cleaning, sewer flushing, emergency calls, sewer rodding, and repair.

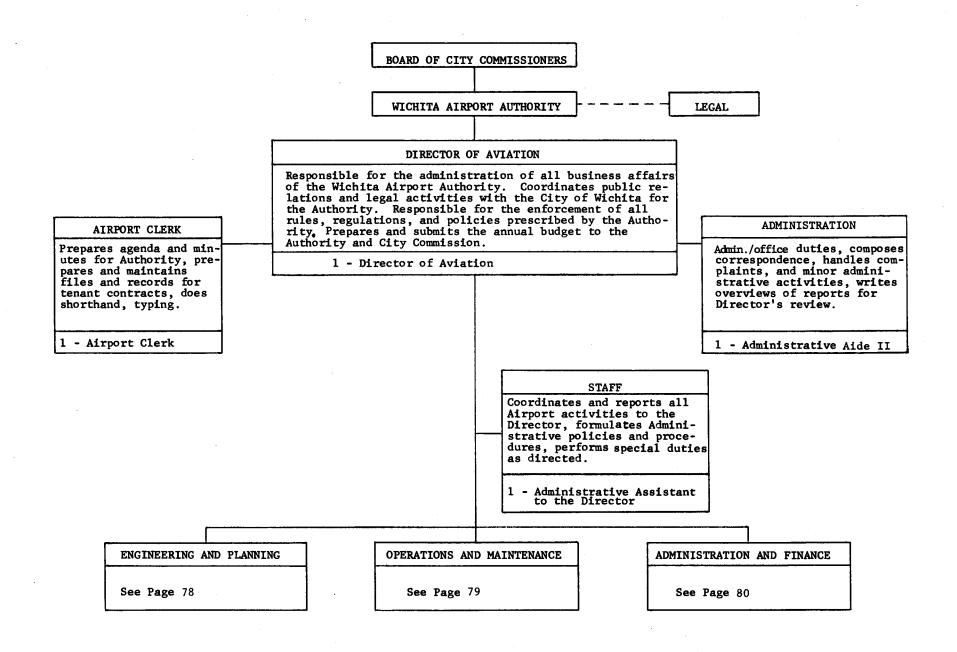
- 1-Labor Supervisor II 5-Equipment Operator II
- 6-Equipment Operator I
- 6-Laborer I

SECOND SHIFT ZONES B AND C

Emergency and scheduled maintenance. Emergency calls, flushing, weekly core area flushing, emergency lift station maintenance, "manhole" inspection.

- 1-Labor Supervisor I
- 1-Equipment Operator II
- 3-Equipment Operator I
- 2-Laborer I

.



DIRECTOR OF AVIATION

ENGINEERING AND PLANNING

Directs and supervises all Airport engineering and planning activities. Assists in preparation of budget and capital improvement programs. Coordinates Federal Aid programs. Supervises development of plans and specifications and provides estimates of costs for projects. Acts in a lisison capacity with consulting engineers and architects and controls engineering and architectural projects.

1 - Director of Airport Engineering and Planning

ADMINISTRATION

Secretarial duties, composes correspondence. Arranges and checks bidding procedures from advertising for bids to completion of contracts. Keeps current files on correspondence, specifications, and technical information pertaining to the airport. Assist supervisor with Federal Aid programs.

- 1 Administrative Assistant
- 1 Secretary

DESIGN

Prepares plans and specifications; preliminary and final estimates; makes material reviews; recommends testing procedures on project materials; supervises and directs surveys, preliminary and final. Maintains engineering and property records. Prepares photographs, material for microfilming and other graphic material for project presentations and reports. Coordinates the development of plan for Airport field, hangars, and terminal area.

- Superintendent of Construction Engineering Aide II
- 1 Engineering Aide I
- 2 Engineering Technician II
- 1 Engineering Technician I

DIRECTOR OF AVIATION

OPERATIONS AND MAINTENANCE

Develops policies and plans for Airport operations and maintenance; responsible for enforcement of rules and regulations pertaining to Airport safety. Assists in planning of expansion. Conducts liaison and public relations work in dealing with Federal and State regulatory authorities, users, and lessees of Airport operations and aircraft servicing. Oversees the maintenance of Airport facilities, other management functions as required.

1 - Airport Manager

SECRETARIAL

Responsibilities include shorthand, dictaphone transcribing, typing, compiling and submitting reports to state, national and private agencies, filing technical publications and information pertaining to Airport, providing public with Airport information.

1 - Secretary

ASSISTANT AIRPORT MANAGER

Serves as staff support in the Airport's daily operation. Assumes Airport Manager's responsibilities in manager's absence. Provides supervision to all Airport maintenance and preventive maintenance programs.

1 - Assistant Airport Manager

AIRPORT SAFETY

Responsible for crash/fire operations, protection of life and property, enforcement of all laws, ordinances, Airport regulations and rules. Conduct daily inspections to assist maintenance personnel, and provide technical advice to the Airport Manager as required.

- 1 Chief, Airport Safety
- 1 Asst. Chief, Airport Safety
- 3 Safety Supervisor
- 3 Assistant Safety Supervisor
- 18 Safety Officer II

AIRFIELD MAINTENANCE

Responsibility is to keep airfield in operable condition by removal of snow, concrete and asphalt maintenance, and grounds maintenance. Tractors and trucks are used in projects of farming, snow removal, fence repair, erosion control, mowing and spraying, landscaping of the surrounding grounds, and grading of roads. Also responsible for maintaining shrubbery in terminal and administration building.

- 1 Airport Field Maintenance Superintendent
- 1 Airport Field Maint. Supervisor
- 1 Construction Supervisor III1 Airport Gardening Supervisor II
- 1 Equipment Operator II
- 9 Equipment Operator I
- 2 Laborer I

-camping

- 1 Apprentice Worker
- 1 Laborer 1 (PT-50%)
- 3 Apprentice Worker (seasonal)

AIRPORT EQUIPMENT MAINTENANCE

Responsible for the repair and preventive maintenance of all vehicles and related equipment on the airport, the scheduling of maintenance work, and coordinating the upkeep of all maintenance logs.

- 1 Airport Equipment Maintenance Supervisor
- 2 Automotive Mechanic

AIRPORT BUILDING MAINTENANCE

Directs work in construction, repair and maintenance of airport buildings; repair, maintain and operate building machinery and equipment; operate and repair the airport water, sewerage, and electrical systems. Conduct inspections of all facilities and record all discrepancies as to malfunctions, fire hazards, etc.

- 1 Airport Bldg. Maint. Superintendent
- 1 Asst. Airport Bldg. Maint. Supt.
- 1 Airport Bldg. Maint. Supervisor
- 3 Airport Bldg. Maint. Mechanic
- 1 Parts and Records Mechanic
- 1 Airport Custodial Supervisor
- 5 Maintenance Mechanic
- 4 Custodial Worker II
- 1 Maintenance Worker
- 9 Custodial Worker I

DIRECTOR OF AVIATION

ADMINISTRATION AND FINANCE

Responsible for preparation of funds and fiscal reports, as well as related subsidiary documentation having application to contracts, budgets, receivables, payables, accounting, treasury, personnel, insurance, payroll, bonds, federal projects and records. Perform other management functions as requested by the Director of Aviation.

1 - Director of Airport Administration

FINANCE

Computation of payroll, sick leave, vacation, Workers' Compensation; submission of personnel services for budget; annotates Journal Vouchers; prepares requisitions to purchasing managers; handles interdepartmental transfers and other personnel functions as directed by the Director of Airport Administration.

1 - Administrative Aide II

ACCOUNTING

Annotates accounts receivable; age list; prepares accounts summary; PBX; sales tax reports; fuel reports; monthly statistical reports; assists in the compilation of data for annual budget; prepares summary for expenditures and revenues; and various other accounting functions as directed by the Director of Airport Administration.

1 - Accountant I

RECEPTIONIST

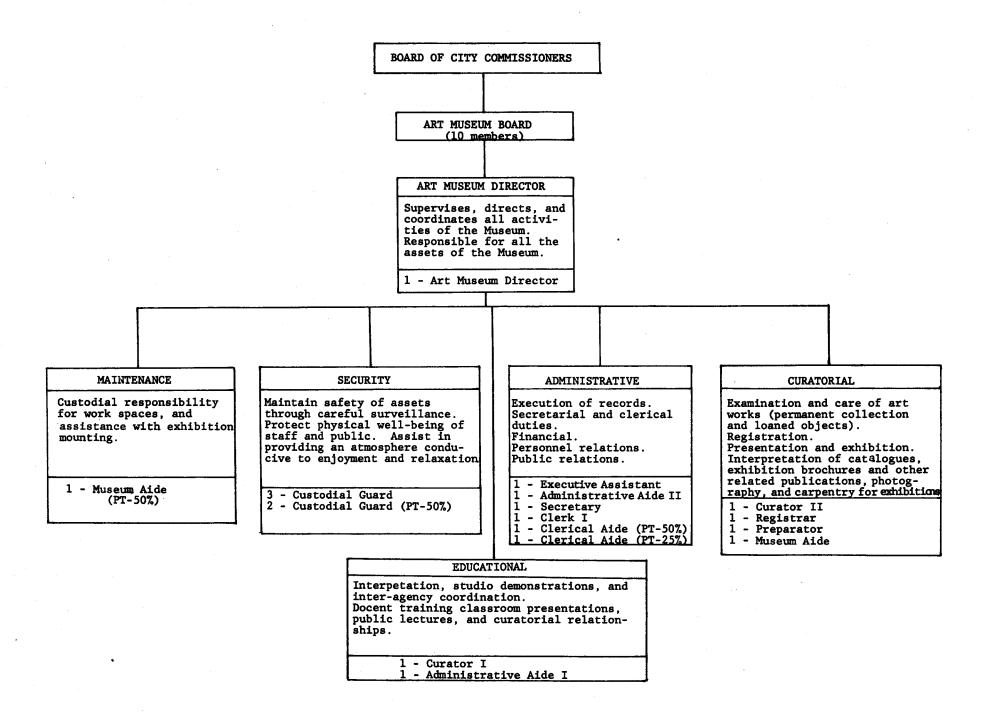
Receives and directs to proper location visitors, correspondence and telephone messages. Records and maintains a log of all account receivables received through the mail; maintains petty cash record book and types checks. Performs a variety of office functions, i.e., typing, filing, etc., and clerical duties as directed by the Director of Airport Administration.

1 - Secretary

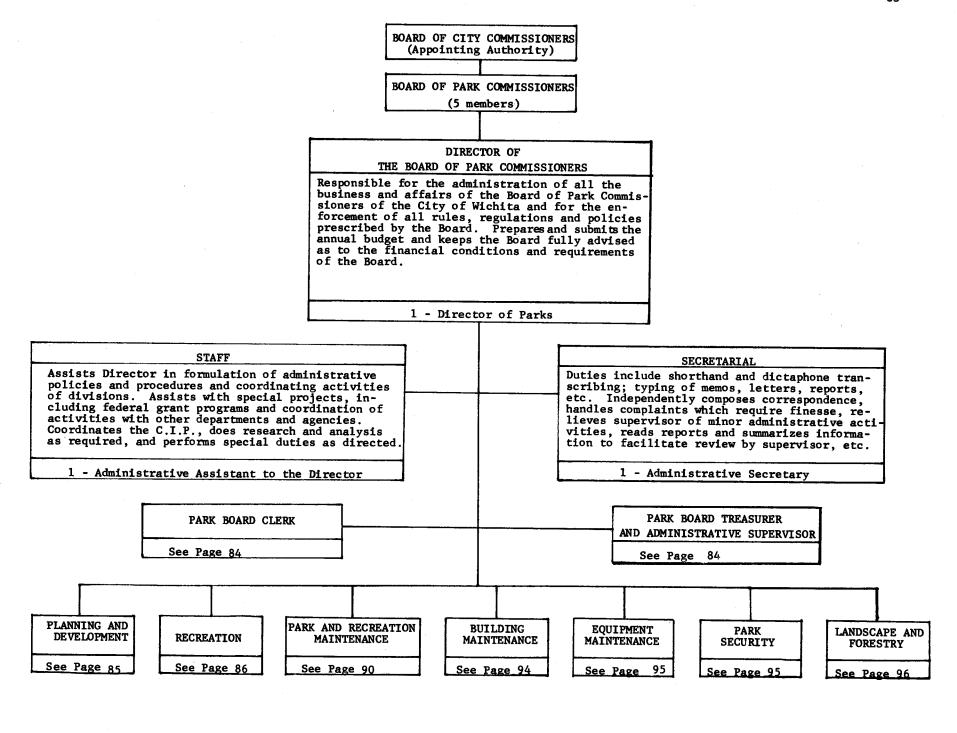
ADMINISTRATION

Coordinates various administrative activities to assure completion of projects and follow-ups in a timely manner. Performs analytical studies for systems and methodological improvement and development of other special projects as requested by the Director of Airport Administration.

1 - Administrative Aide II



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PARK BOARD CLERK

Recording Officer for Board, attends all regular meetings, prepares agenda for meetings, responsible for preparation of detailed minutes, responsible for preparation, filing, indexing of Park Board records; prepares drafts of agreements, contracts, leases for review by Director and Department of Law. Follow-up connected with work, particularly on agreements, contracts, leases with respect to record of expiration, option for renewal furnishing liability insurance coverage, performance bonds, etc., for presentation to the Board. Other duties are performed as may be required by Director and Park Board. Also assumes responsibility for compilation of data for Park Areas - Locations and Facilities Book, with revisions as necessary.

1 - Park Board Clerk

SECRETARIAL

Acts as Receptionist for the Board of Park Commissioners. Answers all incoming calls for Administration Division and directs to proper person. Responsible for proper disposition and recording of all picnic permit requests received by mail or telephone, including preparation and mailing, inclusion on Summary Sheet, and notifying Supervisor when electricity or game equipment is required. Maintains long distance telephone call record, receives and identifies project bids for the Clerk, records house moving permits; and duplicates and distributes minutes and agendas of the Board of City Commissioners to Park Board personnel. Responsible for maintaining stationery and office supplies for stockroom. Types approved minutes of Board of Park Commissioners into permanent Record Book and maintains and types Annotation Book for Clerk. Miscellaneous typing and mimeographing.

1 - Secretary

PARK BOARD TREASURER & ADMINISTRATIVE SUPERVISOR

Attends Board meetings, directs all accounting, payroll and fiscal activities; handles insurance matters, retires Golf Revenue Bonds as required, coordinates budget preparation, and provides financial statements to the Director and the Board of Park Commissioners

1 - Park Board Treasurer & Administrative Supervisor

ACCOUNTING SUPERVISION

Supervises general accounting to meet time schedules as required, maintains files and reports on federal grants, maintains equipment and depreciation schedules, files monthly sales tax reports, assists in preparation of annual financial report and budget, and audits purchase requisitions.

1 - Accountant II

ACCOUNTING

Checks and distributes payroll, maintains yearly work record for each employee, writes and audits requisitions, audits night deposits and prepares daily cash reports, maintains revenue ledger indicating activity and facility, maintains accounts payable files, makes journal vouchers and payment authorization vouchers, maintains equipment rental charges, and prepares monthly financial statement.

- 1 Account Clerk II
- 1 Account Clerk I

PLANNING AND DEVELOPMENT

Responsible for all planning and engineering work for Park improvements. Assists in preparation of the budget and Capital Improvement Program. Supervises development of plans and specifications, surveys and construction projects. Keeps engineering and land records. Performs liaison work with consultants and processes contract documents.

1 - Park Board Engineer

ADMINISTRATION

Responsible for all typing of letters, memos, requisitions, specifications, bid forms, and construction contract documents; compiling and submitting reports to state and federal agencies; setting up and keeping current files on correspondence, specifications and technical information

1 - Secretary

PLANNING

Responsible for the formulation and execution and the coordination of various park facilities; development of plans for various types of park facilities from conception to construction, inspection and completion.

1 - Park Board Planner

DESIGN

Responsible for design and construction phases of various park projects; assists in development of plans and specifications, material review, estimates and field inspections; prescribes standards for materials and tests; assists in keeping of engineering files and land records.

- 1 Civil Engineer III
- 1 Engineering Aide III

SURVEYING

Responsible for technical and skilled work of sub-professional engineering in the field; assists in gathering design information and in construction layout and inspection.

- 1 Engineering Technician I
- 2 Engineering Aide I

DIRECTOR OF PARKS RECREATION Responsible for overall planning, promotion and direction of a diversified city-wide recreation program. Work includes the personnel planning evaluation of recreation activities in the light of community needs, interest and facilities, and the interpretation of policies. Makes arrangements for the use of public facilities under the control of agencies other than the Park Board, such as school and university buildings and grounds, and other buildings, etc. Assists organized groups in planning recreation activities involving the use of public recreation facilities. Organizes, directs, and supervises the activities and the use of public recreation facilities such as playgrounds, swimming pools, tennis courts, community centers, athletic fields, and other recreational facilities. Prepares correspondence and communications pertaining to the recreation division. Performs related work as required. 1 - Superintendent of Recreation SECRETARIAL AND GENERAL OFFICE Administrative Secretary - Duties including shorthand, answers phone, directs inquiries, receives visitors, answers oral and written requests for information not requiring the attention of a supervisor, keeps appointments, takes reservations, prepares reports, maintains records of personnel, financial, legal independently composes and types correspondence, applying knowledge of departmental operations and regulations, makes and verifies complex computations, handles and directs complaints which require finesse, relieves supervisor of minor administrative activities, performs related work as assigned. Secretary - Duties including shorthand, answer phone, directs inquiries, receives visitors, answers oral and written requests for information not requiring the attention of a supervisor, keeps appointments, takes reservations, prepares reports, performs related work as assigned. Clerk II - Duties including receptionist, answer phone, takes reservations, prepares reports as directed, filing, tabulating, assists in proofreading various written material, maintains files, correspondence, forms, reports and other material, operates all office machines, issue various types of permits and collects money, writes receipts and performs other work as required. 1 - Administrative Secretary 1 - Secretary 1 - Clerk II SPORTS PROGRAMS SWIMMING POOLS RECREATION CENTERS BUILDING SUPERVISION SUMMER PLAYGROUNDS EVERGREEN WATSON PARK WINTER ACTIVITIES TARP ADULT ACTIVITIES SUMMER SPECIALISTS NEIGHBORHOOD ARTS & CRAFTS TINY-TOTS GOLDEN AGERS AND PERFORMING ARTS FACILITIES CENTER CENTER HANDICAPPED See Page 89 See Page 88 See Page 89 See Page 88 See Page 87 See Page 87

NOTE: The job titles of personnel for the various Recreation Programs that are Seasonal and Part-time are not the official City job titles, but instead are used to indicate what these employees actually do.

SUPERINTENDENT OF RECREATION

EVERGREEN NEIGHBORHOOD FACILITIES CENTER

Responsible for administering and overseeing all activities and functions at the Evergreen Neighborhood Facilities Center. Duties include record keeping, public relations, research to determine needs and evaluate program effectiveness, planning new programs to fill service gaps, interagency case conferences, neighborhood organization, and other administrative functions. Also, conducts in-service training programs and performs related work as required.

1 - General Recreation Supervisor

SUMMER PLAYGROUNDS - SUMMER SPECIALIST PROGRAMS - GOLDEN AGERS - HANDICAPPED

Responsible for supervising specific recreation programs. Duties include interpreting community needs and making recommendations to the Superintendent of Recreation, program planning and scheduling, hiring, supervising and evaluating parttime employees, conducting in-service training programs.

1 - General Recreation Supervisor

EVERGREEN RECREATION CENTER.

Responsible for the effective direction of the recreation program of Evergreen Recreation Center, including the supervision of activities, as well as paid and volunteer recreation leaders. Other job duties include interpreting community needs and interest, enforcing Park Board regulations regarding facility use; assisting in the recruitment and training of paid and volunteer recreation leaders, promoting the recreation program at the center. and performing related duties.

1 - Recreation Supervisor I
10 - Program Leaders (Seasonal
and PT)

GOLDEN AGERS AND HANDICAPPED

Supervisor of Golden Agers -These are part-time employees assigned to supervise Golden Age activities. Job duties include coordinating the functions of their particular Golden Age Club, submitting required reports, promoting the program, and other related duties. Supervisor of Handicapped - Parttime employment dealing with the supervision and leadership of recreation programs for the handicapped. Job duties include planning and leading activities: promoting the program; submitting required reports; and other duties as assigned. Supervisor of Retarded - Parttime employment dealing with supervision and leadership of recreation programs for the retarded. Job duties include planning and leading activities promoting the program, submitting required reports; and other related duties as assigned

- 3 Supervisor of Golden Agers (PT)
- 4 Supervisor of Handicapped
 (PT)
- 4 Supervisor of Retarded (PT)

SUMMER SPECIALIST AND SHOW WAGON

Summer Specialist Program Supervisor - This is part-time seasonal work of an instructional nature. These employees plan and conduct classes in specific recreation activities. Submit necessary reports and performs other related duties as assigned Arts & Crafts Specialist Instructor - Part-time seasonal work involving planning and conducting classes in specific arts and crafts activities. Responsible for meeting the public: submitting necessary reports, such as attendance and damage reports; and performing related duties as assigned. Show Wagon Supervisor - Responsible for planning and directing all Show Wagon production. Job duties include visiting each playground to aid playground leaders in preparing performance numbers, planning each production, submitting necessary reports and other related duties as assigned.

- 6 Summer Specialist Program Supervisor (PT)
- 4 Arts and Crafts Specialist Instructor (PT)
- 1 Show Wagon Supervisor (PT)

SUMMER PLAYGROUNDS

Area Supervisor - This is seasonal (summer) work dealing with the supervision of summer playgrounds. Job duties include supervision of summer playgrounds within an assigned area of the city, and other related duties. Summer Playground Leader -Seasonal (summer) work dealing with the actual leading of recreation activities at summer playgrounds. Job duties include organizing and supervising playground activities such as games, sports, crafts, and storytelling; submitting required reports, maintaining discipline and order on a playground, and other related duties.

3 - Area Supervisor (seasonal)
98 - Summer Playground Leader
(Seasonal)

PART-TIME CENTER ACTIVITIES

Program Leaders - These are seasonal employees assigned to supervise and lead recreational activities such as sports, games, craft, music, dance, and others, and to perform other duties as assigned.

17 - Seasonal Part-Time

SUPERINTENDENT OF RECREATION

BUILDING SUPERVISION - ADULT ACTIVITIES - PERFORMING ARTS

Responsible for supervising specific recreation programs. Duties include interpreting community needs and making recommendations to the Superintendent of Recreation, program planning and scheduling, hiring, supervising and evaluating part-time employees, conducting in-service training programs, promoting Park Board recreation programs, and performing related work as required. This General Recreation Supervisor is primarily concerned with directing those recreation programs involving performing arts, Adult Activities, Shelter Building rentals and supervision.

1 - General Recreation Supervisor

RECREATION CENTERS - TARP - TINY TOTS

Responsible for supervising specific recreation programs. Duties include interpreting community needs and making recommendations to the Superintendent, program planning and scheduling, hiring, supervising and evaluating part-time employees; conducting in-service training programs, promoting Park Board recreation programs, and performing related work as required. This General Recreation Supervisor is primarily concerned with those areas involving TARP, Tiny Tots, and full-time recreation centers.

1 - General Recreation Supervisor

PERFORMING ARTS

This is part-time work dealing with an advanced level of recreation activity within the performing arts. These employees plan and conduct their own programs under the supervision and subject to the review of a General Recreation Supervisor. Submit necessary reports; meet and inform the general public; and perform related duties as assigned.

1 - Performing Arts Supervisor (PT)

BUILDING SUPERVISION

This is part-time work dealing with the supervision of park shelter buildings. Job duties include opening the shelters for public rental purposes; assisting the public in providing for equipment needs and securing those facilities following rentals. These supervisors are required to submit necessary reports and perform related duties as assigned.

35 - Building Supervisor (PT)

TINY TOTS PROGRAMS

Tiny Tots Supervisor - This is part-time work of an instructional nature. These employees plan and conduct classes for young children. Submit necessary reports, meet and inform the general public, and perform related duties.

9 - Tiny Tots Supervisor (PT)

TARP PROGRAMS

TARP Supervisor - These are part-time employees assigned to supervise TARP's, a teenage dance program. Duties include organizing and supervising dances; submitting required reports, such as attendance, accident, damage and concession; and performing other related duties as a assigned.

37 - TARP Supervisor (PT)

RECREATION CENTERS

Recreation Supervisor II - Responsible for the effective direction of recreation programs of a recreation center, including the supervision of activities as well as paid and volunteer recreation leaders. Other job duties include interpreting community needs and interests; enforcing Park Board regulations regarding facility use; assisting in the recruitment and training of paid and volunteer recreation leaders; promoting the recreation program at the center; and performing related duties as assigned. Recreation Supervisor I - Assists the

Recreation Supervisor II in the direction of the recreation program in a recreation center, including the supervision of activities as well as paid and volunteer leaders.

Program Leaders - This is seasonal or part-time work in leading recreation activities at recreation centers. This work is performed under the supervision of the Recreation Supervisors I and II. Job duties include leading such recreation activities as music, crafts, storytelling, athletics and games.

- & Recreation Supervisor II 4 - Recreation Supervisor I
- 32 Program Leader (Seasonal and PT)

 *I Recreation Supervisor II

 *2 Recreation Supervisor I
- *15 Program Leader (Seasonal)

ADULT ACTIVITY PROGRAMS

Adult Activity Leaders - These leaders are assigned to lead particular recreation activities such as sports, games, music, etc. They work under supervision of a Recreation Supervisor II. In addition to leading the prescribed activities, they are required to submit necessary reports, meet the public and perform related duties.

55 - Special Activity Leader (PT)

*CDBG (Atwater Center)

SPORTS PROGRAMS (FULL & PART-TIME) - WINTER ACTIVITIES

Responsible for supervising specific recreation programs. Duties include interpreting community needs and making recommendations to the Superintendent, program planning and scheduling, hiring, supervising and evaluating part-time employees, conducting inservice training programs, promoting Park Board recreation programs, and performing related work as required. This supervisor is primarily concerned with directing those recreation programs involving sports programs and winter activities.

1 - General Recreation Supervisor

SPORT ACTIVITIES

Program Leaders - These are seasonal or part-time employees who lead a sports program at a playground or center. Duties include organizing teams, conducting practices, accompanying the teams to athletic contests, and maintaining assigned athletic equipment.

Sports Instructors - Seasonal, part-time employees give instruction in specific recreational sports activities (tennis, golf, etc.)

Attendants - Part-time seasonal employees who sell concessions; umpire; and keep records.

- 65- Program Leader (Seasonal and PT)
- 8- Sports Instructor (PT) 22- Attendant (Seasonal)

SPORTS SUPERVISION

Part-Time Sports Supervisor - Seasonal, part-time workers supervise individual sports programs, such as summer softball leagues or winter basketball leagues. The assign officials schedule games, enforce Park Board policies, submit necessary reports, perform related duties.

Stadium Manager - Sports Supervisor Seasonal, part-time employees deal with supervision of sports activities at a particular recreation facility, such as a ball park. They unlock and lock the facility, ready the facility for use, hire and pay ball shaggers, supervise ticket sales, etc.

5 - Sports Supervisor (Seasonal PT) 5 - Stadium Manager - Sports Supervisor (Seasonal)

WATSON PARK

Direct recreation program and maintenance of Watson Park including supervision of activities and employees. Interpret community needs and interests, enforce Park Board regulations, assist in recruitment and training of rangers and attendants, related duties as required.

performing related work as required.

SWIMMING POOLS - WATSON PARK -ARTS & CRAFTS CENTER - EQUIPMENT REPAIR

Responsible for supervising specific recreation programs.

recommendations to the Superintendent of Recreation, pro-

gram planning and scheduling, hiring, supervising and eval-

uating part-time employees, conducting in-service training

1 - General Recreation Supervisor

Duties include interpreting community needs and making

programs, promoting Park Board Recreation programs, and

- 1 Watson Park Manager
- 1 Watson Park Asst. Manager
 1 Recreation Supervisor I
- 4 Ranger (PT)
- 16 Attendant (Seasonal-PT)
- 2 Apprentice Worker (PT)

ARTS & CRAFTS CENTER

Direct recreation program of an Arts & Crafts Center, supervise activities and paid and volunteer recreation leaders. Interpret community needs and interests, enforce Park Board regulations, assist in recruitment and training of paid and volunteer recreation leaders, promote the recreation program at the Arts & Crafts Center, perform related duties.

- 1 Recreation Supervisor II
- 1 Recreation Supervisor I
- 12 Instructor (PT) 1 - Equipment Repair Supr. (PT)

SWIMMING POOLS

Swimming Pool Supervisor & Manager Seasonal (summer) employees responsible for the total operation of a pool or group of pools. Supervise subordinate employees, enforce Park Board policies, meet the public to answer questions. supervise physical management of the pool, submit required reports. perform related duties. Instructors - Life Guards - Sea-sonal (summer) employees assigned to particular swimming pools. They supervise the pool area, administer first aid, clean and maintain facilities, enforce Park Board policies, give instructions in swimming and lifesaving and perform related duties as assigned by the pool manager or supervisor. Attendants - These are seasonal employees (summer) who attend the basket room, sell tickets and concessions, serve in a public relations capacity by meeting the public, listen to complaints and praises, assist in the maintenance of the facility and perform a variety of related duties as assigned by the pool manager or supervisor.

12 - Swimming Pool Supervisor and Manager (Seasonal) 100 - Instructor - Life Guard (Seasonal)

WINTER ACTIVITIES

Part-time seasonal work dealing with the supervision of iceskating and sledding activities. Supervisors ensure safe conditions for these winter activities.

4 - Winter Activity Supr. (Seasonal)

PARK AND RECREATION MAINTENANCE

Supervises maintenance operations of Park and Recreation facilities. Formulates maintenance programs for parks, golf courses and recreation areas. Assists with developing plans and specifications for new facilities. Coordinates maintenance operations with other department activities. Approves the purchase of all materials, equipment and supplies used in maintenance operations. Provides services to other departments.

1 - Supt. of Park and Recreation Maintenance

SECRETARIAL

Secretarial duties include typing, filing, short-hand, etc. Types work orders, letters, reports and purchasing forms. Keeps files on specifications, equipment maintenance manuals, technical information and catalogs. Handles telephone calls pertaining to maintenance needs and records needs and complaints. Serves as radio dispatcher when needed. Posts maintenance employees' time and keeps record of comp time, sick and vacation leave, etc. Prepares applications for needed state and local licenses.

1 - Secretary

GROUNDS MAINTENANCE

See Page 91

FACILITIES MAINTENANCE

See Page 92

GOLF COURSE MAINTENANCE

See Page 93

SUPT. OF PARK & RECREATION MAINTENANCE

GROUNDS MAINTENANCE

Responsible for the execution of maintenance programs pertaining to park properties. Aids in the procurement of materials, equipment and supplies used by subordinates. Supervises and coordinates the activities of grounds maintenance crews. Initiates work assignments and inspects progress. Coordinates activities with other departments and division activities. Keeps records and make reports. Inspects park properties for maintenance needs. Formulates training programs for subordinates.

1 - Grounds Maintenance Supervisor III

REGIONAL MAINTENANCE SUPERVISORS

Supervises a crew of skilled and unskilled labor in maintenance of assigned locations. Responsibilities include but are not limited to lawn establishment, irrigation, fertilization, mowing, trimming, weed control and other related maintenance activities. Schedules and inspects work of subordinates.

- 9 Grounds Maintenance Supervisor II
- 1 Gardening Supervisor II

9 REGIONAL MAINTENANCE CREWS

Equipment Operator I - Operates trucks, tractors, mowers and other special equipment as assigned, performs manual work as required.

Maintenance Worker - Executes semi-skilled work in the maintenance of grounds and facilities - may be required to supervise.

Laborer I & Park Gardener II - Performs semi-skilled and unskilled manual work in ground maintenance. Operates motorized mowing machines and related hand tools.

- 11 Equipment Operator I
- 7 Maintenance Worker
- 2 Park Gardener II
- 11 Laborer I
- 26 Apprentice Worker (Seasonal)

SANITATION CREWS

Responsible for refuse collection and restroom maintenance. Assigned personnel execute semiskilled work related to refuse collection and restroom maintenance. Crews will maintain a scheduled route of collection and maintenance. Operation of trash trucks, dump trucks and other related equipment as assigned.

- 2 Equipment Operator II
- 1 Equipment Operator I
- 2 Maintenance Worker
- 2 Apprentice Worker (Seasonal)

EQUIPMENT REPAIR

Responsible for maintaining non-vehicular motorized equipment. Inspects, diagnoses and executes skilled work in repairing and overhauling equipment. Keeps inventory and repair records.

- 1 Maintenance Mechanic
- 1 Apprentice Worker (Seasonal)

SUPT. OF PARK & RECREATION MAINTENANCE

FACILITIES MAINTENANCE

PLUMBING

Performs maintenance and repairs of plumbing, irrigation, recirculation systems related equipment. Makes new installations of irrigation systems, drain lines, etc.

- 1 Plumbing Maint. Supervisor
- 1 Maintenance Mechanic
- 1 Maintenance Worker
- 1 Laborer I
- 1 Apprentice Worker (Seasonal)

CONSTRUCTION CREW

Responsible for the installation of new facilities, systems apparatus and structures unique to park development. Prepares development sites by clearing and grading. Maintains paved and unpaved boulevards and parking lots. Accomplishes other repairs as assigned.

- 1 Construction Supervisor III
- 1 Labor Supervisor I
- 2 Equipment Operator II
- 2 Equipment Operator I

STRUCTURAL MAINTENANCE

Responsible for the construction and repair of structures and equipment. Replaces window glass, light bulbs, light refractors and repairs light controllers. Paints swimming pools, fountains picnic tables, etc.

- 1 Structural Maint. Supervisor
- 1 Maintenance Worker
- 1 Apprentice Worker (Seasonal)
- 1 Laborer I

ATHLETIC & PLAY AREA

Responsible for the maintenance of athletic grounds, courts, playgrounds and the facilities and equipment located therein. Prepares areas for scheduled events by leveling and marking boundaries and setting up necessary equipment. Delivers chemicals and supplies to swimming pools

1 - Athletic & Play Area Supervisor

ATHLETIC & PLAY AREA CREW

Equipment Operator I - Responsible for operation of athletic field equipment.

Maint. Worker - Performs semi-skilled and unskilled work and operates light equipment in the maintenance of athletic facilities. <u>Laborer I</u> - Performs semi-skilled and unskilled manual work in the preparation and maintenance of athletic facilities.

- 1 Equipment Operator I
- 2 Maintenance Worker
- 1 Laborer I
- 9 Apprentice Worker (Seasonal)

RECREATION FACILITIES MAINTENANCE

Animal Control Officer - Responsible for the display, care and feeding of live animal exhibits.

Maintenance Worker - Performs semi-skilled maintenance tasks in the care of tennis center facilities and grounds.

Laborer I - Performs unskilled maintenance tasks

<u>Laborer I</u> - Performs unskilled maintenance tasks in the care of recreation facilities.

- 1 Animal Control Officer I
- 1 Maintenance Worker (Tennis Center)
- 1 Laborer I (Watson Park)
- 1 Maintenance Worker

SUPT. OF PARK & RECREATION MAINTENANCE

GOLF COURSE MAINTENANCE

Responsible for the formulation and execution of all maintenance programs on the four municipal golf courses. Procures materials, equipment and supplies used in all golf maintenance operations Aids in the preparation of the golf course segment of the park budget. Coordinates activities of subordinate personnel and crews in their operations. Aids in the coordination of other departmental crews and contractors in activities of new construction and improvements on golf facilities. Maintains needed records and inventories of supply use and maintenance operations.

1 - Superintendent of Golf Courses

ARTHUR B. SIM MEMORIAL RECREATION PARK

- 1 Golf Course Maintenance Supervisor
- 1 Asst. Golf Course Maint. Supervisor
- 1 Greenskeeper
- 8 Apprentice Worker (Seasonal)

PAWNEE PRAIRIE PARK

- 1 Golf Course Maintenance Supervisor
- 1 Asst. Golf Course Maint. Supervisor
- 1 Greenskeeper
- 1 Laborer 1
- 9 Apprentice Worker (Seasonal)

ALFRED McDONALD MEMORIAL PARK

- 1 Golf Course Maintenance Supervisor
- 1 Asst. Golf Course Maint. Supervisor
- 1 Greenskeeper
- 9 Apprentice Worker (Seasonal)

L. W. CLAPP MEMORIAL PARK

- 1 Golf Course Maintenance
- Supervisor
- 1 Asst. Golf Course Maint. Supervisor
- 1 Greenskeeper
- 8 Apprentice Worker (Seasonal)

NOTE: This Organization Chart shows normal personnel assignments. Personnel may be interchanged among the various golf courses as the need arises.

BUILDING MAINTENANCE

Supervises work in the construction, repair and maintenance of Park buildings; the repair, maintenance, and operation of building machinery and equipment. Uses independent judgment in planning, remodeling and repair projects. Plans work schedules. assigns and supervises the work of the Carpenter Crew, Paint Crew, and other Maintenance Mechanics. Assists with developing plans and specifications for new facilities.

1 - Superintendent of Building Maintenance

CONSTRUCTION

Supervises and participates in maintenance and repair of various park structures and participates in the construction of park projects with particular emphasis on building maintenance. Supervises the work of the Carpenter Crew and is responsible for work programs, schedules and location of the crew at all times. Supervises and operates the carpenter shop.

1 - Construction Supervisor III

CARPENTER CREW

Perform skilled and semi-skilled work in assisting Construction Supervisor with maintenance, repair and construction of park projects with particular emphasis on building maintenance.

- 2 Maintenance Mechanic
- 4 Maintenance Worker
- 1 Laborer I

PAINTING

Supervises and participates in painting and maintenance of park buildings, structures and fixtures. Supervises the work of the Paint Crew and personally performs a variety of painting tasks. Selects painting materials, requirements and methods of preparation; organizes work schedules; assigns work duties to employees maintaining standards of performance and quality control.

1 - Painter Supervisor

PAINT CREW

Perform skilled and semi-skilled work in assisting Painter Supervisor in painting and maintenance of park buildings, structures and fixtures.

- 1 Maintenance Mechanic
- 1 Painter

CUSTODIAL

Responsible for the cleaning and small repair maintenance of all park recreation centers and buildings. Supervises the activities of custodians assigned to buildings and unskilled seasonal personnel as assigned. Orders and arranges for the delivery of supplies. Coordinates custodial activities between personnel for best utilization of equipment.

2 - Custodial Supervisor

CUSTODIANS

Perform skilled and unskilled manual tasks related to the cleaning maintenance of buildings. Operate floor machines, vacuums, scrubbers and other related equipment. Collects and removes trash and debris from buildings and surrounding grounds. Makes physical sets of chairs, tables and other equipment for building rentals. Reports repair needs as found.

- 8 Custodial Worker II
- *1 Custodial Worker II (Atwater Center)
 *1 Custodial Worker I

ELECTRICAL

Performs skilled work in the maintenance, repair, operation, and installation of varied electrical and mechanical equipment. Uses skill and mechanical ability in the maintenance and repair of electric water well pumps, motors, chemical feeding machines, meters, switches, regulators and other powered machinery and equipment. May also perform other related building and mechanical repair duties and operate equipment.

1 - Electrical Technician 1 - Maintenance Mechanic

HEATING AND AIR CONDITIONING

Performs technical work related to maintenance of various types of heating and air conditioning equipment. Reviews sketches, plans, blueprints, specifications and shop drawings of newly installed equipment and keeps maintenance records on all equipment in park facilities. Coordinates electrical and other maintenance work as required in maintaining heating and air conditioning units.

- 1 Heating & Air Conditioning Mechanic
- 1 Maintenance Mechanic

CDBG

EQUIPMENT MAINTENANCE

Supervises, directs and coordinates mechanical maintenance operations; the repair, maintenance, operation and service of automotive, heavy duty and auxiliary equipment.

1 - Supt. of Equipment Maintenance

EQUIPMENT REPAIR

Chief Mechanic - Responsible for operations of the equipment repair shop. Supervises skilled and unskilled personnel in mechanic tasks. Makes work assignments and schedules personnel and equipment for service. Operates equipment repair tools and makes repairs to all park equipment as needed. Keeps records on repairs.

Automotive Mechanic - Performs skilled and semi-skilled work including some supervisory duties in general repair and maintenance of equipment.

Automotive Mechanic Helper - Performs semiskilled work in repair and maintenance of equipment as assigned by the Chief Mechanic.

- 1 Chief Mechanic
- 2 Automotive Mechanic
- 1 Automotive Mechanic Helper

PARK SECURITY

<u>Park Security Supervisor</u> - Supervises the daily shift operations providing general guidance to Park Security Officers. Interprets and enforces Park Ordinances and other City Ordinances, rules and regulations and takes such action as is necessary to effect safety for park patrons and protection of park properties.

Park Security Officer - Responsible for the enforcement of Park Ordinances and other City Ordinances pertaining to park properties. Provide surveillance of properties and facilities and protection for park patrons in the proper use of park facilities. Perform services in mail and money collection. Make reports on accidents, vandalism, theft, assaults, property damage and misdemeanors occurring on park properties. Make arrests when needed and appear as witnesses in court hearings. Provide reports to maintenance personnel concerning needs for repairs to facilities. Control boating and other operations on designated areas of the rivers.

- 1 Park Security Supervisor
- 11 Park Security Officer

MACHINE SHOP

Performs skilled tasks in the mechanics trade. Operates lathes, welder, torches, drill presses, and other related equipment. Builds jigs for and fabricates specialized equipment used in parks. Fabricates repair parts for and makes needed repairs on equipment. Supervises unskilled personnel when assigned.

1 - Machinist Mechanic

TREE MAINTENANCE INSPECTION

Conducts tree inspections, gives permission to plant, coordinates tree-planting program, and assists in special projects.

- Tree Maintenance Inspector

SUPERINTENDENT OF LANDSCAPE & FORESTRY

Directs and administers all Landscape and Forestry activities for parks and other public properties, represents and advises Director on technical area of responsibility, and coordinates and contributes to the development of plans for improvement and beautification.

1 - Superintendent of Landscape & Forestry

SECRETARIAL

Takes dictation, maintains files. performs office responsibilities, maintains division records, and assists Superintendent in administrative responsibilities.

1 - Administrative Secretary

LANDSCAPE INSTALLATION. TREE PRODUCTION & PLANTING

Responsible for tree propagation and tree plantings and for installation of new landscapes. Includes Linwood Nursery, Pawnee Prairie Tree Farm, Chisholm Creek Nursery, Floral Displays and several outlying areas including City Hall.

- 1 Landscape Supervisor
- 1 Gardening Supervisor I
- 2 Park Gardener I
- 2 Apprentice Worker (Seasonal)
- 1 Maintenance Mechanic
- 2 Park Gardener I (Seasonal)
- 1 Park Gardener II
- +1 Apprentice Worker (Seasonal)
- +1 Gardening Supervisor II

LANDSCAPE MAINTENANCE AND REVISIONS

Responsible for landscape maintenance and revisions in the downtown area including A. Price Woodard Park, Century II, Library, Heritage Square Park, Indian Center, Naftzger Park, John Stevens Memorial, Omnisphere, etc.

- Landscape Supervisor
- 1 Gardening Supervisor II
- 1 Gardening Supervisor I
- 1 Park Gardener II
- 1 Park Gardener I
- 3 Apprentice Worker (Seasonal)
- 1 Park Gardener I (PT-50%)
- +2 Park Gardener II
- +1 Park Gardener I
- +1 Gardening Supervisor I

TREE MAINTENANCE

Responsible for planning and supervision of the maintenance and protection of trees in a safe and healthy condition which are located in public areas such as City Parks, street rights-of-ways, waterways, and on other public properties. Provides maintenance for specialized forestry equipment and makes inspections and special tree surveys. Five tree maintenance crews are included in this section.

- l Arborist
- 1 Tree Maintenance General Supv.
- 1 Tree Maintenance Inspector
- 4 Tree Maintenance Supervisor
- 1 Tree Maintenance Equip. Supv.
- 10 Tree Maintenance Worker II
- 6 Tree Maintenance Worker I
- 1 Tree Maint. Worker Apprentice
- 2 Equipment Operator II
- 3 Equipment Operator I
- 3 Tree Maintenance Worker Apprentice (Seasonal)

NATURE PROGRAMS

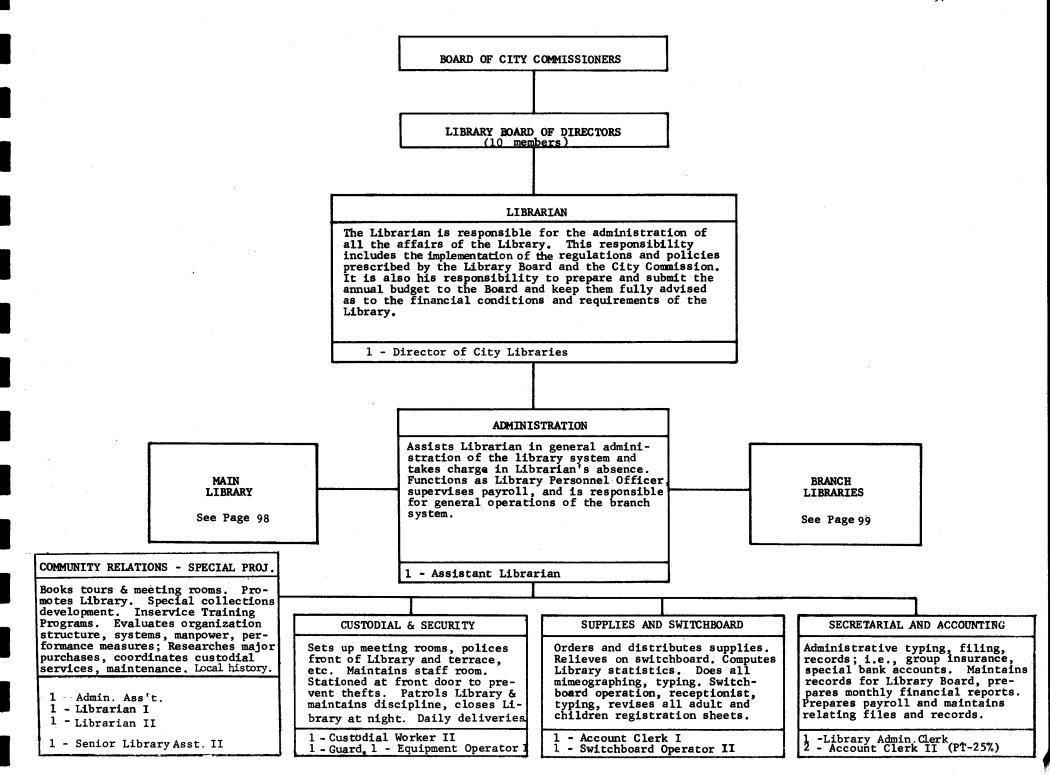
Responsible for the development and operation of nature facilities and programs, particularly as related to Pawnee Prairie Park.

1 - Naturalist

ROUTE 135 PLANT CARE

Responsible for plant care during three-year establishment period along sections of Kansas Interstate Route 135.

- *1 Tree Maintenance Supervisor
- *2 Gardening Supv. I *4 - Park Gardener I
- *20 Laborer (Limited)



TECHNICAL SERVICES DIVISION

Receives all mail. Orders and receives books, films, recordings, framed pictures. Checks billing. Processes materials for loan and reference use. Compiles card catalog and inventory. Repairs books. Sends books to bindery.

- l Librarian III I Librarian IV
- 2 Librarian II
- 1 Librarian I
- 1 Account Clerk II
- 1 Typist Clerk
- 1 Account Clerk I (PT-50%)
- 2 Clerk 1
- 3 Sr. Library Asst. I
- 2 Jr. Library Asst.
- 1 Sr. Library Asst. IV
- 2 Sr. Library Asst. III

ART AND MUSIC DIVISION

Acquires and makes available to persons books on art, music and related fields, framed pictures, phonograph recordings and vertical file. Assists in exhibits. Responsible for earphones, tape recorders, record players.

- 1 Librarian IV
- 1 Librarian III
- 1 Librarian II
- 2 Sr. Library Asst. III 1 Clerk I (PT-50%)
- l Librarian I
- 1 Clerical Aide (PT-50%)
- l Sr. Library Asst. II (PT-

BUSINESS & TECHNOLOGY DIVISION

Specialized reference division for business and technical materials. Does special reference work, loans books and materials, maintains special services such as finance and tax tables, motor repair manuals, company reports. geodetic maps. Has nationwide directorty service. Also radio and TV repair diagrams.

- 1 Librarian IV
- 1 Librarian III
- 1 Librarian I
- 2 Senior_Library Asst. III
- 2 Clerk I
- 1 Clerk I (PT-50%)

CIRCULATION DIVISION

Loaning and returning of library materials. Registering new patrons. Readers Aid. Sending Books on Kansas Information Circuit (KIC). Branch reserves and deliveries. Bills patrons for overdue items.

- 1 Librarian IV
- l Librarian II
- 1 Senior Library Asst. II
- 3 Sr. Library Asst. I
- 3 Clerk I
- 4 Clerk I (PT-50%)
- 6 Clerical Aide (PT-50%)
- 1 Sr. Library Asst. IV
- 2 Jr. Library Asst. (PT-50%)
- 2 Jr. Library Asst.

CHILDREN'S DIVISION

Selects all juvenile materials, holds classes, story hours, book reviews, has summer reading club, maintains display cases, works with schools, PTA, etc., gives talks, conducts tours, Area is pre-school to 7th grade. Responsibility includes children's books in "storage" that are used for summer programs; in helping the collection of newly established branches, etc..

- l Librarian IV
- 1 Librarian I
- 1 Sr. Library Asst. I
- 1 Sr. Library Asst. II 1 - Clerical Aide (PT-50%)

FILM SECTION

Responsible for the ordering maintenance and loaning of film to Wichita and a 14-county area in South Central Kansas and is the film center for the State. Also responsible for projectors and conducting film shows for public.

- *1 Librarian III
- 1 Sr. Library Asst. I

GENERAL REFERENCE DIVISION

Maintains current list of serials and college catalogs. Checks in newspapers and magazines. Maintains newspaper clipping files on Kansas and Wichita. Orders and circulates pamphlet material and duplicate magazines and assists patrons in locating information in books and magazines. Orders and maintains microfilmed newspaper file.

- l Librarian IV
- l Librarian III
- 2 Librarian II
- 2 Clerk I (PT-50%)
- l Librarian I
- 4 Sr. Lib. Asst. III 4 - Clerical Aide (PT-50%)

TALKING BOOKS SECTION

This function is funded through the Library of Congress to serve blind, physically and mentally handicapped persons in the City of Wichita and Sedgwick County and the Southeast County Library System

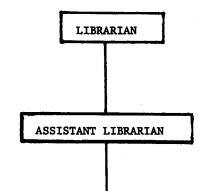
- *1 Sr. Library Asst. IV
 - *1 Clerk I
 - *1 Clerk I (PT-50%)

SPECIAL COLLECTION SECTION

Gives reference service for the Genalogy, Kansas, and Piracy collections. Books and microfilm. Maintains two Recordak Film Readers and one 3-M Reader-Printer.

1 - Sr. Library Assistant II

*Federal and State Aid



BRANCH LIBRARIES

Branches are extensions of the Main Library on the neighborhood level. They give reference service, work with children and loan books and records.

Linwood Park Branch

- 1 Senior Library Asst. IV
- 1 Junior Library Asst.
- 1 Clerk I (PT-50%)

Minisa Branch

- 1 Senior Library Asst. IV
- 1 Clerical Aide (PT-50%)
- 1 Junior Library Asst. (PT-50%)

Westlink District Branch

- 1 Librarian IV
- 2 Senior Library Asst. IV

Sweetbriar Branch

1 - Senior Library Asst. IV

1 - Clerical Aide (PT-50%)

1 - Jr. Library Asst.

- 2 Senior Library Asst. I
- 1 Junior Library Asst.
 5 Clerical Aide (PT-50%)

Seneca Square Branch

- 1 Senior Library Asst. IV
- 1 Junior Library Asst.
- 1 Clerical Aide (PT-50%)

Northeast Branch

1 - Senior Library Asst. IV

Aley Branch

- 1 Senior Library Asst. IV
 1 Junior Library Asst. (PT-50%)

Rockwell District Branch 1 - Librarian IV

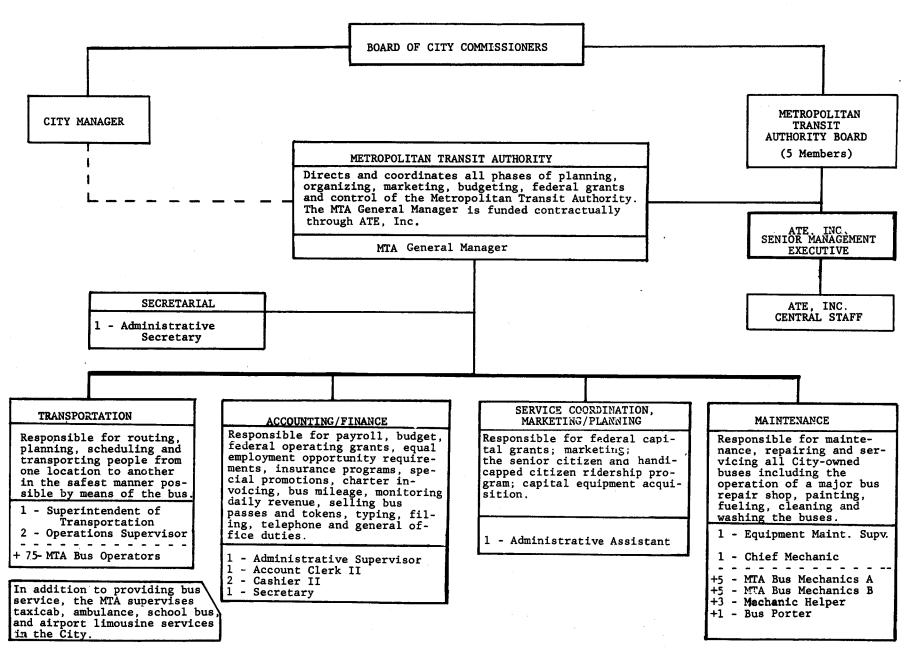
- 1 Senior Library Asst. IV
- 1 Senior Library Asst. II 3 Senior Library Asst. I
- 1 Clerk I
- 2 Clerk I (PT-50%) 2 Clerical Aide (PT-50%)

Plainview Community Center Branch

- 1 Senior Library Asst. IV
 1 Junior Library Asst. (PT-50%)

Orchard Branch

- 1 Senior Library Asst. IV
 1 Junior Library Asst. (PT-50%)



+These 89 positions are represented by the Teamsters Union and are not classified as regular City of Wichita employees.

